

**PAUL – ENERGY CO-ORDINATION**

**Draft 2014/15 Operating Plan Targets**

- Collating returns from HoBs for your consideration / approval. Division's return is due with Central Liaison Unit by 10 February.

**Legal Services**

- Work ongoing in liaison with CPD to finalise documentation to enable tender process to proceed.
- Scheduled to attend mandatory Panel Member training on 29 January.

**Margaret Ritchie letter (COR/25/2014)**

- Response on Warm Homes Discount due with Private Office 28 January.

**Information Communication Survey**

- Draft response sent to HoD on 24 January – response due with IMU by 27 January

**Agenda for Energy Meeting with Minister – 5 February**

- Draft agenda with HOD to be agreed with David S / David T.
- Potential for Key Briefing request at relatively short notice.

**Energy Orals / Topical AQs**

- Next set of DETI Orals due out Friday 2 February.
- Any Energy related AQOs and Topical Questions will have to be with ALU by 10:00am on 11 February.