

Energy



From: Joanne McCutcheon

Date: 11 September 2012

To: Fiona Hepper (approved FH 11-9-12) Copy Distribution List Below

**CONSULTATION ON THE OFGEM GUIDANCE FOR THE RENEWABLE HEAT INITIATIVE
– PROPOSED SEMINARS IN COOKSTOWN AND BELFAST**

1. This submission seeks your approval to hold seminars in Cookstown and Belfast in relation to the guidance notes which Ofgem are currently drafting for the introduction of the Renewable Heat Incentive for Northern Ireland. A four week consultation will begin on 20th September and close on 18th October.

Aim

2. The seminars will provide the opportunity for stakeholders to hear about the proposed Ofgem guidance in relation to the Renewable Heat Incentive. It will also allow for informed and interactive discussion on the key issues / concerns of the stakeholders to help them submit their comments to the consultation in a short timescale. It will also provide the opportunity for DETI to gauge reaction and likely comments.

Date, time, venue

3. It is proposed to hold the event on 2 different occasions and at 2 different venues – one in Belfast (at Netherleigh) and the other in Cookstown. We expect each event to attract an audience of approximately 50 people.

Belfast

- 25th September is the most suitable date.
- Registration will be open from 1.30pm with the event to start at 2.00pm, with tea/coffee and biscuits on arrival. The event will end at approximately 4.00pm.
- The event will be held at Netherleigh and costs will be £64.50 (£1.29 per person) for hospitality for 50 people (tea, coffee and biscuits).

Cookstown event

- Wednesday 26th September is the most suitable date.

- Registration will be open from 10.30m with the event to start at 10.45am, with tea/coffee and biscuits on arrival. The event will end at approximately 12.15pm.
- The previous Cookstown event was held at CAFRE. This venue was not available on this occasion as students are back on campus. Therefore, they could only offer accommodation for 20-25 people maximum.

Costs

4. The attached table at **Annex A** shows the costs for the remaining 3 possible venues for the Cookstown event (Burnavon Hotel, Royal Hotel and Burnavon Arts and Cultural Centre).
5. Glenavon Hotel could accommodate 50 for £297.50 (excl.VAT) compared with £250 (excl.VAT) at the Royal Hotel and £125 (excl.VAT) at Cookstown District Council's Burnavon Arts & Cultural Centre. All costs include room hire, catering and IT equipment.

Recommendation

6. I would recommend that we use the Burnavon Arts and Cultural Centre but you should note that this event will be held in an open gallery. There will be minimal footfall on a staircase located within the gallery but as this is a public consultation this is not an issue.
7. **Request for approval** - I believe that these seminars will enable direct engagement for this short consultation process with key stakeholders.
8. I therefore seek your approval to the proposed expenditure associated with the arrangements for both seminars.

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cc. Peter Hutchinson
Susan Stewart
Sandra Thompson
Alison Shortt