

**From:** [Hepper, Fiona](#)  
**To:** [Matthew Harnack](#)  
**Cc:** [Keith Avis](#); [McCutcheon, Joanne](#); [Hutchinson, Peter](#)  
**Subject:** NI RHI  
**Date:** 04 October 2012 14:51:30  
**Importance:** High

---

Dear Matthew

Ahead of going on leave, I thought it important to drop you a short e-mail - I did phone but there was no response and I appreciate you will have many other demands on your time.

Just to re-iterate the importance of meeting the 1 November launch date for the NI RHI. I am sure you agree that we are beyond the point where any slippage can happen. I will be signing the Regs on my return, following the Assembly debate, and we have a media campaign which kicks in on 3 November to maximise publicity for the scheme - and this includes having TV slots etc booked. So, we will certainly be doing everything at our end to ensure 1 Nov go-live is a success.

To that end, the effort now needs to focus on the agency agreement. We have sent back comments on the draft and I understand your internal machinery is looking at these. I would like work and discussions to continue on this while I am away with a view to sign off on my return. However, I would not like to think that if we haven't dotted all the 'i's' so to speak that this would jeopardise the launch. You will have seen our comments by this stage and it is fair to say that the draft was somewhat different to what we had expected. However, nothing is insurmountable and I suggest that you have a look at the original draft framework that was sent to us at end June by Keith (21 June), I think this would be more the style and coverage we anticipated and covers many of the issues raised in our comments and would be more like what the DETI Accountability and Audit teams would expect to see. In case you can't access this easily, I'll send by separate e-mail.

It is also very important that we see the revised operational costs that you mentioned to me in our telephone conversation a week or so ago. I know you are pressing back on those and I would hope to see figures which are significantly closer to what was in the feasibility study and I know that is your hope too. Just to add - the agency agreement would need to include the section that is in the framework (fleshed out) to show total cost transparency, including how the costs going forward are to be calculated, - that is what our auditors will expect and what I will have to account against to my Board and the Minister.

In my absence, Joanne and Peter will be your points of contact on the agency agreement and the costings and it would be helpful if they could have a revised draft next week for consideration. I appreciate you have your internal processes, but we also have to put this through the DETI system to ensure everyone at this end is content. We look forward to receiving the next draft.

Best regards

Fiona

**Fiona Hepper**

Head of Energy Division  
Department of Enterprise, Trade & Investment  
Netherleigh  
Massey Avenue  
Belfast, BT4 2JP  
Tel: 028 9052 9215 (ext: 29215)  
Textphone: 028 9052 9304