

From: [McCutcheon, Joanne](#)
To: [Hutchinson, Peter](#)
Subject: FW: NIRHI: Administrative Arrangements and Supporting Documentation
Date: 08 November 2012 14:06:08
Attachments: [image001.gif](#)
[NIRHI admin arrangements 7Nov2012 \(5\) \(2\).docx](#)
[NIRHIletter\(draft\).docx](#)
[NIRHI Baseline Scope.docx](#)

For info
J

From: Keith Avis [mailto:Keith.Avis@ofgem.gov.uk]
Sent: 08 November 2012 14:03
To: Hepper, Fiona
Cc: McCutcheon, Joanne; Matthew Harnack; Robert Hull; Mary Smith
Subject: NIRHI: Administrative Arrangements and Supporting Documentation

Fiona cc: Joanne, Matthew, Bob, Mary

Following the recent ongoing discussion between Fiona and Matthew, we have been working further on the documentation to arrive at a position at which we are hopefully all comfortable.

Please find attached drafts of our covering letter, Administrative Arrangements and baseline scope which we believe will address your concerns. We would, however, like to gauge your views on the documents before we finalise any wording.

Covering letter – we have provided further detail in the letter to the right to audit and KPI's, in particular we have added existing KPIs as an attachment which will hopefully make the link that you need. Equally, there is some new wording on auditing that again is designed to pick up on the points that you have raised here.

Admin Arrangements – we have revisited the detail following conversations that you have had with Matthew this week and hopefully have accommodated your key points.

A NIRHI Baseline Scope – this replaces the previous Feasibility Study update document and is designed to clarify assumptions, costs, scope and the change request process that will underpin our operation. You will note that reference is made to this document in our covering letter.

In taking this forward we have made every effort to accommodate your requirements as far as we are able within our designated remit. Of course, we are happy to talk through these documents with you or Joanne, or you may wish to speak to Matthew directly. Suffice to say we want to move quickly to a position where we are both happy to sign off on the documents, so these latest updates are designed to put us in a position where this is likely. I hope that you agree.

Best regards

Keith

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