

Northern Ireland Renewable Heat Incentive Checkpoint meetingDate of Meeting: 17th July 2012

Attendance: Rita Chohan, Keith Avis, Marcus Porter, William Elliot, Andy Luckhurst, Luis Castro

Agenda Item	Discussion	Action Agreed	By Whom	By When	Status
Development Phase Doc.	Present completed document to Mathew at his next surgery 19/07/12 Thurs including Project plan and all costing.	Need Legal and IT costs in order to complete the document.	Ruth Lancaster to provide legal costs. Andy Luckhurst to provide IT costs.	Wed 18/07/12 2pm	Following Mathew's surgery amend with any revisions and prepare to present at the next RHI Board meeting on 7/8/12.
Legal – Administer Agreement	On advice by Ruth Legal have produced a Memorandum of Understanding which is more in keeping with the wording of the Act. This approach has been taken as legal advice that NIRHI is not as formal as NIRO. We need to gain agreement as to which approach would be acceptable by Ofgem NSD.	Put before Mathew in the surgery session and ask for which is the preferred option. Once confirmed Legal to finalise relevant document.	WE & MB	18/07/12	In development
Teleconference with DETI	Need to raise a number of areas with DETI.	<ul style="list-style-type: none"> • Technical Standards Directive. • Update on Regulations. • Consultation process – Do NSD or DETI consult? • Update on our approach to the Administrative Agreement. 	KA & MB	19/07/12	In development

IT Amendments	Niketa assigned to the project as the BA. She is meeting with Sonia to commence the Options Appraisal.	Commence IT Vision Doc. To include IT costs which will be included in the final Devel. Phase Doc. That will go to the RHI Board on 7/8/12	AL to manage process	W/C 16/07/12	In development
Operational Staffing	In order to recruit a full time Band C to deliver the operational element of the project Recruitment will require written requests by 17/8/12. The process will then result in not recruiting until end of Sept. possibly longer dependant on notice periods by potential candidates.	To produce an options paper to go to the Board to scope recruiting temp staff to initiate the project. To kick start this process KA will discuss options with the current RHI team Manager.	KA KA	W/C 23/7/12	To commence
Recruitment	Michelle Murdoch due to start this week. Will be in the London office early part of next week to meet team and induction.	Introduce to existing team.	KA	20/06/12	To commence
Outstanding Actions from Previous Meetings					
NONE					