

To: Sophie Jubb[Sophie.Jubb@ofgem.gov.uk]; Niketa Patel[Niketa.Patel@ofgem.gov.uk]; William Elliott[William.Elliott@ofgem.gov.uk]
From: Paul Heigl
Sent: 2012-08-09T14:01:06Z
Importance: Normal
Subject: RE: Minutes from NI RHI pre-coordination meeting
Received: 2012-08-09T14:01:00Z
[NIRHI teleconference minutes 09.08.12.docx](#)

Hi Sophie/Niketa,

1. We spoke to DETI this morning, the people who process their payments for them are called – Accounts NI, but not sure if you could describe them as HMT equivalent – more the ‘bean counters’.
2. We tested DETI on reporting and payments etc... this morning, as expected they were happy to do whatever we felt was the most effective and least cost option for us to administer the scheme. So all we need do is figure out what we’d like, once we’ve done that it should feed into what Will is doing (cc’ed) on the Administrative Arrangement.

Hope that’s helpful - I’ve attached the minutes if you want to see the full discussion,

P

From: Sophie Jubb
Sent: 08 August 2012 12:46
To: Paul Heigl; Sohail Butt; Keith Avis; Michelle Murdoch; Jonathan Taylor; Niketa Patel; Deckerson Thomas; Marcus Porter; William Elliott
Subject: RE: Minutes from NI RHI pre-coordination meeting

Hi

Not necessarily items that need adding to this (your shout Paul) – but for us to be aware of –

1. Need confirmation of the name of DETI’s finance equivalent to HMT for Niketa’s documents etc
2. Re reporting – we need to consider IT as well as Operational impacts here, as doing things differently than the current reporting arrangements may have cost/time implications

And to echo Paul, thanks all, this was a very beneficial meeting.

Thanks

From: Paul Heigl
Sent: 08 August 2012 11:42
To: Sophie Jubb; Sohail Butt; Keith Avis; Michelle Murdoch; Jonathan Taylor; Niketa Patel; Deckerson Thomas; Marcus Porter; William Elliott
Subject: Minutes from NI RHI pre-coordination meeting

Dear all,

Please find attached the minutes and more importantly the actions from today’s meeting. As stated, it was quite difficult to pick everything up from the spiderphone so please send through any corrections/additions.

Many thanks for attending everyone, it was a really useful meeting for us and am now more confident that we’re covering all the bases.

Paul Heigl

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NI RHI

NI RHI DETI Teleconference			
Date:09/08/12		Time: 09.30	Room: 3 H3
Chair: Paul Heigl/Joanne McCutcheon			
Attendees:		Paul Heigl (PaH) Keith Avis (KA) Michelle Murdoch (MM) Marcus Porter (MP) Will Elliott (WE) Peter Hutchinson (PeH) Joanne McCutcheon(JM)	Apologies: Luis Castro Keith Avis Rita Chohan
1. Legislative update on GB vs. NI differences			
Discussion Points and Action Items		Person	Deadline
I. DETI informed the group that they are still finalising the regulations and will have those in the next couple of days – DETI will share with Ofgem as soon as those come through.		PeH	ASAP
II. The changes proposed by MP/WE have been accepted and DETI have asked for regulations 23 and 25 to be looked at by their external legal resource.			
III. Once received, DETI will send over both a tracked change copy and a clean copy and asked for Ofgem to have another look at those.		MP/WE	n/a
2. Update on Administrative Agreement			
Key Points/Action Items		Person	Deadline
I. Ofgem updated the group that we are having meetings with our senior management to get clearance to share this with DETI. MP advised that this document is now in a near final state so we should have a draft to share soon.			
3. Guidance Document Update			
Key Points/Action Items		Person	Deadline
I. MM updated the group that V1.0 of this doc will be circulated internally on 13/08.			
II. MM asked DETI for their timelines for consultation, DETI responded that Ofgem should provide them with expected times and they will work around those.		MM	ASAP
III. DETI asked for the consultation time to be extended in the current project plan from 4 weeks to 6 weeks.		PaH	ASAP
4. Payments			

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Key Points/Action Items	Person	Deadline
I. Ofgem asked about clearance procedures for making payments to Ofgem once an invoice has been generated.		
II. DETI said they will investigate the process for payments and the 'draw down' times as to whether payments can be processed within 3 days of an invoice being submitted.	DETI	ASAP
III. DETI will also look at a process whereby invoices are sent in parallel straight to the payment processing department (Account NI?)	DETI	ASAP
5. Reporting		
Key Points/Action Items	Person	Deadline
I. MP asked about the requirements for reporting – at present Regulation 51(2) states that DETI will publish certain information, such as accreditation numbers, but nothing else is required within the Regulations.		
II. PaH asked about the frequency for reporting on financial or operational information. Currently the GB scheme reports to DECC twice monthly. DETI are happy for the same frequency of reporting as for the GB scheme.		
III. PaH also asked whether DETI would be averse to that twice monthly reporting and forecasts/invoices being generated on alternate weeks to the GB scheme in order to improve our administration of both schemes. DETI again happy with whatever results in the most effective administration and the least cost option.		
6. Enforcement		
Key Points/Action Items	Person	Deadline
I. MP raised the issue of enforcement and where enforcement starts and stops. Does Ofgem have the powers to make operational enforcement decisions without DETI approval?		

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<p>II. MM highlighted that all the thinking behind this issue was in an email received from MP yesterday. MM to forward on this thinking and DETI will respond in writing to confirm decisions.</p>	<p>MM DETI</p>	<p>Action complete ASAP</p>
<p>7. AOB</p>		
<p>Key Points/Action Items</p>	<p>Person</p>	<p>Deadline</p>
<p>I. DETI pointed out that in the FS (para 6.4) it states that there will be Project Board meetings between Ofgem and DETI directors to drive progress on the project.</p>		
<p>II. PaH to investigate what is planned for this project board and to report back to DETI.</p>	<p>PaH</p>	<p>ASAP</p>
<p>III. DETI also asked about the budget for the operational phase of the NI RHI. Ofgem and DETI will start the thinking and finalise more accurate forecasts for these costs so that both parties can make preparations.</p>		