

**To:** Michelle Murdoch[Michelle.Murdoch@ofgem.gov.uk]  
**From:** Keith Avis  
**Sent:** 2012-08-30T16:05:50Z  
**Importance:** Normal  
**Subject:** RE: NIRHI Guidance Documents - draft of email to send out to all...  
**Received:** 2012-08-30T16:05:51Z

We usually get an email from Matthew's Secretary. I'll send you the link in the morning.  
 Keith

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**From:** Michelle Murdoch  
**Sent:** 30 August 2012 17:01  
**To:** Keith Avis  
**Subject:** RE: NIRHI Guidance Documents - draft of email to send out to all....  
 How do I do that?

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**From:** Keith Avis  
**Sent:** 30 August 2012 17:01  
**To:** Michelle Murdoch  
**Subject:** RE: NIRHI Guidance Documents - draft of email to send out to all....  
 No, but if you can do so that would be great. Thanks.  
 Keith

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**From:** Michelle Murdoch  
**Sent:** 30 August 2012 16:57  
**To:** Keith Avis  
**Subject:** RE: NIRHI Guidance Documents - draft of email to send out to all....  
 I take it you have booked a slot for the 6<sup>th</sup>??

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**From:** Keith Avis  
**Sent:** 30 August 2012 16:28  
**To:** Michelle Murdoch  
**Cc:** Rita Chohan  
**Subject:** RE: NIRHI Guidance Documents - draft of email to send out to all....

Michelle cc: Rita

A couple of thoughts (flagged in red below). If you are happy then content for you to send.

Rgds

Keith

Cc in: Marcus, Will, Ollie, Lindsay, Felicity, Rory, Keith, Paul, Rita, Sophie, ,Niketa, Louisa Mallon(GWC) **cannot find Ade Obaye???**

Dear Matthew,

I attach the draft of the NIRHI Guidance document for your review. I have booked a slot in your surgery for 6 September so that you can discuss with myself and the team. I appreciate that this is a weighty document, but I have included clean versions and marked up versions from the GB RHI guidance so that you can decide on your preference for reviewing.

Please find attached the following documents:

- NIRHI Guidance Vol. 1 (Clean Version)
- NIRHI Guidance Vol. 2 (Clean Version)
- Vol 1 and 2 in draft version (if you wish to cross reference)
- Changes made to NIRHI Guidance Document.

The latter file is divided into: Changes across both volumes, Volume 1, Volume 2, Outstanding Concerns and lastly Possible changes in the future which could affect the Guidance moving forward. I recommend that this is the document you read along with the clean versions of the NIRHI Guidance Volumes as it explains all the changes/key areas/issues which were thrown up during this process.

Drafts of these documents have been read by Paul Heigl, Marcus Porter and William Elliot.

The timescale that we are hoping to work to regarding this Guidance is listed below:

30 August: Send around Guidance for Review

6 September : Matthew's surgery

13 September: Send Guidance to DETI

20 September: Consultation starts

18 October: Consultation finishes

19 October: Guidance updates made.

22 October: Clearance meeting with Matthew

24 October: Send guidance to DETI for publication

I will also be asking those cc'd into the email to review the document(s) within the same timeline and will update you on any comments at your surgery session. I hope that this process works for you. Of course I stand ready to discuss or take any action as you direction prior to your surgery session.

Kind Regards  
Michelle

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**From:** Michelle Murdoch  
**Sent:** 30 August 2012 15:44  
**To:** Keith Avis  
**Subject:** NIRHI Guidance Documents - draft of email to send out to all....  
**Importance:** High

Cc in: Marcus, Will, Ollie, Lindsay, Felicity, Rory, Keith, Paul, Rita, Sophie, ,Niketa, Louisa Mallon(GWC) **cannot find Ade Obaye???**  
Dear Matthew,

Please find attached the following documents:

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Kind Regards  
Michelle

(Keith – Going to have the “Changes made to NIRHI Guidance Document” checked for formatting with someone I know in the office up here, but apart from that , what you see attached to this email is what I propose to send. Do I need to put these onto sharepoint and if so in what state? They are on my desktop at the moment.)

**Michelle Murdoch**  
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New Scheme Development  
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