

To: Keith Avis[Keith.Avis@ofgem.gov.uk]; Paul Heigl[Paul.Heigl@ofgem.gov.uk]; Rita Chohan[Rita.Chohan@ofgem.gov.uk]
From: Michelle Murdoch
Sent: 2012-09-04T10:23:14Z
Importance: Normal
Subject: FW: Additional guidance documents RHI
Received: 2012-09-04T10:23:16Z

Please see below...comments?

From: Edmund Ward
Sent: 04 September 2012 11:02
To: Michelle Murdoch
Subject: RE: Additional guidance documents RHI

Hi Michelle

GN2 – source is Excel, needs amending using Acrobat distiller to generate pdf:

[http://sharepoint/Ops/Environ/Renewable Heat Incentive Lib/Forms/AllItems.aspx?RootFolder=/Ops/Environ/Renewable%20Heat%20Incentive%20Lib/Operations/Guidance%20Notes%20and%20Publications/Guidance%20Note%20%20-%20List%20of%20Questions](http://sharepoint/Ops/Environ/Renewable%20Heat%20Incentive%20Lib/Forms/AllItems.aspx?RootFolder=/Ops/Environ/Renewable%20Heat%20Incentive%20Lib/Operations/Guidance%20Notes%20and%20Publications/Guidance%20Note%20%20-%20List%20of%20Questions)

GN3 – source is here, but this was produced by Ofgem's graphic designer (Julia Collings) – *suggest you book in some time with her* – as you'll probably need to mark up changes on the published pdf for her to make changes – and she often needs several months notice...

[http://sharepoint/Ops/Environ/Renewable Heat Incentive Lib/Forms/AllItems.aspx?RootFolder=/Ops/Environ/Renewable%20Heat%20Incentive%20Lib/Operations/Applicant%20Guidance](http://sharepoint/Ops/Environ/Renewable%20Heat%20Incentive%20Lib/Forms/AllItems.aspx?RootFolder=/Ops/Environ/Renewable%20Heat%20Incentive%20Lib/Operations/Applicant%20Guidance)

Guide to Supporting Info:

[http://sharepoint/Ops/Environ/Renewable Heat Incentive Lib/Forms/AllItems.aspx?RootFolder=/Ops/Environ/Renewable%20Heat%20Incentive%20Lib/Operations/Guide%20to%20Supporting%20Info](http://sharepoint/Ops/Environ/Renewable%20Heat%20Incentive%20Lib/Forms/AllItems.aspx?RootFolder=/Ops/Environ/Renewable%20Heat%20Incentive%20Lib/Operations/Guide%20to%20Supporting%20Info)

General and metering-specific FAQs:

[http://sharepoint/Ops/Environ/Renewable Heat Incentive Lib/Forms/AllItems.aspx?RootFolder=/Ops/Environ/Renewable%20Heat%20Incentive%20Lib/Stakeholder%20Management%20and%20Communications/FAQs%20and%20lines%20to%20take](http://sharepoint/Ops/Environ/Renewable%20Heat%20Incentive%20Lib/Forms/AllItems.aspx?RootFolder=/Ops/Environ/Renewable%20Heat%20Incentive%20Lib/Stakeholder%20Management%20and%20Communications/FAQs%20and%20lines%20to%20take)

Any queries, I'll probably have to point you to individual content authors, or Jess (our old comms mgr, who is still in the building but no longer in our team...).

You'll want to make sure NI is more organised than this... ☺

Edmund

From: Michelle Murdoch
Sent: 04 September 2012 10:47
To: Edmund Ward
Subject: FW: Additional guidance documents RHI

Morning Edmund.

Please can you tell me where the below are kept?

Cheers

Michelle

From: Lindsay Goater
Sent: 04 September 2012 10:45
To: Michelle Murdoch; Edmund Ward
Subject: RE: Additional guidance documents RHI

Edmund, metering FAQs author, will assist!

From: Michelle Murdoch
Sent: 04 September 2012 09:48
Annotated by RHI Inquiry

To: Lindsay Goater

Subject: Additional guidance documents RHI

Morning Lindsay

Thanks for your email yesterday...it has been of great help.

This is a quickie for you. I have read through much of the 'additional' guidance ie Applicant Guidance Note 1, 2 etc RHI Frequently asked questions and so forth. Can you tell me where the word version of these docs are held so I can duplicate and amend for NIRHI? If you don't know, can you point me in the direction of a person who can?

Thanks in advance and have a great day.

Kind Regards

Michelle

Michelle Murdoch

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