

**To:** Robert Hull[Robert.Hull@ofgem.gov.uk]  
**From:** Matthew Harnack  
**Sent:** 2013-01-24T14:49:00Z  
**Importance:** Normal  
**Subject:** FW: Keith Avis Secondment Opportunity  
**Received:** 2013-01-24T14:49:00Z

Keith's secondment to Markets has come through. See below for details.

We will need to work out who will take care of NIRHI Development, but in practice there is not expected to be any significant work on this until at least June (DETI are intending to publish their 3 month consultation on scheme changes in April), so we only need someone to have a watching brief until then. Come June we will get a replacement Band D in place to pick up the work once it becomes a full time job. I think for now we should get someone in Ashley's team to keep an eye on it, given that they are responsible for the equivalent GB changes and have the background knowledge of RHI. Do you have any views?

**Matthew Harnack**

Associate Director, Commercial  
New Scheme Development  
9 Millbank  
London  
SW1P 3GE  
Tel: 020 7901 7218  
[www.ofgem.gov.uk](http://www.ofgem.gov.uk)

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**From:** Mary Smith  
**Sent:** 24 January 2013 12:26  
**To:** Matthew Harnack  
**Subject:** FW: Keith Avis Secondment Opportunity

Matthew,

HR have confirmed all is fine to go ahead with Keith's secondment. Keith/ I will let relevant teams know, but I wanted to check first if you'd had any further thought as to where work on NIRHI might logically fit once Keith's moved over to Markets?

Thanks

Mary

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**From:** Amanda Lowe  
**Sent:** 23 January 2013 14:35  
**To:** Keith Avis  
**Cc:** Giuseppina Squicciarini; Mary Smith; Bal Sahota; Shaye Nawaz  
**Subject:** RE: Keith Avis Secondment Opportunity

Hi Keith

That's great news, thanks for letting us know.

One of the HR Officers will be in touch shortly and will confirm the arrangements formally in a letter.

Sorry for the delay in getting back to you.

Amanda

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**From:** Keith Avis  
**Sent:** 21 January 2013 10:29  
**To:** Amanda Lowe  
**Cc:** Giuseppina Squicciarini; Mary Smith  
**Subject:** Keith Avis Secondment Opportunity

Amanda cc: Giuseppina, Mary

I want to give you notice that a secondment has been arranged for me to take up a Band D secondment for a year in Markets Division. I will be working to Giuseppina Squicciarini taking forward a project that will look at EMR institutional issues, particularly the future role of Ofgem in the context of EMR.

It has been agreed with Mary Smith, my current line manager in New Schemes Development, that I will start full time in EMR on 11 February, but from today up to the 11<sup>th</sup> I will be splitting my time 50/50 between my existing and new post.

I hope that these arrangements are acceptable to HR, suffice to say I would be grateful if you could confirm if this is sufficient for you to put in train all necessary actions from your perspective. Of course if you need any more information from Giuseppina, Mary or myself do let me know.

Best Regards

Received from OFGEM on 11.05.2017  
Keith

Annotated by RHI Inquiry