

To: NIRHI Checkpoint Group[NIRHICheckpointGroup@ofgem.gov.uk]; Adam Tackley[Adam.Tackley@ofgem.gov.uk]
From: Rita Chohan
Sent: 2012-07-30T10:39:39Z
Importance: Normal
Subject: Checkpoint Meeting Agenda - Rm 2M8 @ 4pm
Received: 2012-07-30T10:39:41Z
[310712 Checkpoint Agenda Northern Ireland Renewable Heat Incentives.docx](#)
[Welcome to Arkadin.htm](#)

Hello All

Please find attached the agenda and instructions on how to dial in using the teleconference process. We are using the FIT number this week and will hopefully have our own by next week. For those that will be dialling in please can you familiarise yourself with the procedure in advance of the meeting.

Thank you and speak to you tomorrow.

Rita Chohan

Project Manager
New Scheme Development
9 Millbank
London
SW1P 3GE
Tel: 0207 901 7144
www.ofgem.gov.uk

Northern Ireland Renewable Heat Incentives

Checkpoint Meeting

July 31st 2012

Room 2M8 @ 4pm

| ITEM | TOPIC | WHO | Duration |
|------|--|-----|----------|
| 1. | Outstanding Actions | RC | 10 mins |
| 2. | Strategy Board & Management Update: <ul style="list-style-type: none"> • Management update • Operational costs • Recruitment (Sept round) | KA | 10 mins |
| 3. | Project Management update: <ul style="list-style-type: none"> • Reports and Plans • Risks and issues Log | RC | 5 mins |
| 4. | Legal Workstream Update: <ul style="list-style-type: none"> • Administration Arrangement | KA | 10 mins |
| 5. | Policy delivery update: <ul style="list-style-type: none"> • Development Phase Agreement (letter) • Guidance scoping document. | PH | 5 mins |
| 6. | IT delivery status update: <ul style="list-style-type: none"> • Vision document • IT Plan | AT | 5 mins |
| 8. | A.O.B. | All | 10 mins |