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**From:** Wood Karen (Heat and Business Energy) <karen.wood@beis.gov.uk>  
**Sent:** 30 July 2014 13:48  
**To:** jessica.ladbury@ofgem.gov.uk  
**Subject:** NI admin arrangements

Hi Jess

The easiest way to access this is from my desk where I have a copy of the NI regulations which have a printed copy of the admin arrangements at the back. Should be in the first document box nearest the terminal.

There is an NI folder in the RHI Sharepoint library which does contain a copy of the arrangements albeit not in an obvious way because it is an attachment to an email. Difficult for me to direct you to it without having access to the folder. Remind me next time I am at Ofgem to locate the email and forward it to relevant people.

Karen