

**To:** Mary Smith[Mary.Smith@ofgem.gov.uk]  
**From:** Keith Avis  
**Sent:** 2012-11-26T13:17:40Z  
**Importance:** Normal  
**Subject:** FW: NIRHI: Admin Agreement  
**Received:** 2012-11-26T13:17:41Z

Mary

As discussed earlier, the sharepoint link to the admin arrangements now include some small updates (in track changes) that deal with DETI's data ownership question – specifically access to info on termination and on requests from third parties. I asked Matthew whether he wanted to see this before it goes. He said that he hadn't seen the last version of the baseline scope as Bob had dealt with it, but said that he was happy for this to go to Joanne, so long as legal were happy with the AA. The last point creates a significant difficulty I think. As you know the AA has most recently evolved without legal input. If we put this to them now we could find ourselves with a number of other issues to resolve. By the same token, we don't want anything to come back and bite us six months down the line. This is a tricky one...my instinct would be to get this signed off asap, but that's probably more out of desperation to have this nailed. Grateful for your views.

Keith

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**From:** Keith Avis  
**Sent:** 21 November 2012 16:24  
**To:** Mary Smith  
**Cc:** Matthew Harnack  
**Subject:** NIRHI: Admin Agreement

Mary cc: Matthew

As discussed, pending DETI coming back to us with their legal view on the question of data ownership, the baseline scope document has been updated. The Sharepoint link, along with those for the Admin Arrangements and covering letter, are below. For ease of reference I have kept them in track changes mode for now:

**Admin Arrangements**

[http://sharepoint/Ops/Environ/New\\_Scheme\\_Development\\_Lib/New%20Projects/NIRHI/Development%20phase/NIRHI%20admin%20arrangements%2020Nov2012.docx](http://sharepoint/Ops/Environ/New_Scheme_Development_Lib/New%20Projects/NIRHI/Development%20phase/NIRHI%20admin%20arrangements%2020Nov2012.docx)

**Baseline Scope**

[http://sharepoint/Ops/Environ/New\\_Scheme\\_Development\\_Lib/New%20Projects/NIRHI/Development%20phase/NIRHI%20Baseline%20Scope%2020%20Nov.docx](http://sharepoint/Ops/Environ/New_Scheme_Development_Lib/New%20Projects/NIRHI/Development%20phase/NIRHI%20Baseline%20Scope%2020%20Nov.docx)

**Covering letter**

[http://sharepoint/Ops/Environ/New\\_Scheme\\_Development\\_Lib/New%20Projects/NIRHI/Development%20phase/NIRHIletter%2020%20Nov.docx](http://sharepoint/Ops/Environ/New_Scheme_Development_Lib/New%20Projects/NIRHI/Development%20phase/NIRHIletter%2020%20Nov.docx)

You also asked me to update the recent email exchange with DETI so that we are in a position to paste this into a covering email with the final admin arrangements when the time comes. I have done this as follows:

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**From:** McCutcheon, Joanne [mailto:Joanne.McCutcheon@detini.gov.uk]  
**Sent:** 13 November 2012 10:56  
**To:** Keith Avis  
**Cc:** Hutchinson, Peter; Hepper, Fiona  
**Subject:** Admin Agreement

Keith

I met with Fiona yesterday to look at the revised letter, Admin Agreement and Scoping document. I think we are nearly there – just a few points.

Firstly ,we urgently need clarification on who is considered to own the data/documentation provided by the installer. Matthew was to come back to us on this point once he had sought the legal opinion. We believe this is an important issue which impacts on the Admin Agreement in a number of places. In addition, we have the following questions/suggestions:-

[awaiting legal view from DETI]

**Letter**

Para 3 – ‘additional costs which we may need to agree with you’ – we would prefer this read ‘additional costs which we would agree with you in advance’

Wording had been changed

Para 4 - you say the KPI's are ‘internal performance measures’ just wondering how are they internal if they are published on the web? Wording has been changed to reflect that these are ‘internal performance measures’ that Ofgem have decided are appropriate for the scheme

As regards the KPI – how regularly will you provide management us with info on these indicators? – don't need this in the letter just for info.

We agreed that we can provide you with monthly reports on the scheme. Michelle Murdoch, who has moved over to be the Operations