

To: Keith Avis[Keith.Avis@ofgem.gov.uk]
Cc: Michelle Murdoch[Michelle.Murdoch@ofgem.gov.uk]; Shalini Vaghela[Shalini.Vaghela@ofgem.gov.uk]
From: Robert Reid
Sent: 2013-01-07T17:02:02Z
Importance: Normal
Subject: NIRHI - Audit Programme
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Hi Keith

I'm afraid to say that the contract negotiations with Ricardo-AEA have not got very far as yet. The reason being that planned meetings with Ollie to discuss biomass requirements in the NI Regulations had to be cancelled before Christmas due to a lack of his availability. As Ollie has now left, I will need to discuss these checks with Edmund and/or Ricardo-AEA to gather their thoughts on potential new checks for biomass in particular. I've compared the NI vs. GB Guidance document, and believe that only slight amendments are required to our existing checks. However, I am no biomass expert.

I intend to contact Ricardo-AEA by the end of the month including a high level scope of what would be required of them. What would be helpful would be to include forecast uptake by size (small, medium, large) so that I can calculate an audit sample size for 2013-14. Do you have the latest forecast uptake figures by size for NIRHI in 2013-14? Do you have also know what budget we have available for delivering audits in 2013-14 so that I can factor that into any calculations?

In terms of timescales, my current thoughts are as follows

Activity	Deadline
Complete work on new checks, in particular for biomass	18/01/2013
Calculate sample size for NIRHI audits in 2013-14	25/01/2013
Scope for NIRHI audits in 2013-14 to Ricardo-AEA	01/02/2013
Response from Ricardo-AEA	15/02/2013
Consultancy Form to Procurement	01/03/2013
Consultancy Form Approval	15/03/2013
Contract Issued to Ricardo-AEA	29/03/2013

Happy to discuss,
Rob

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Have you read the following documents which will assist you in submitting a properly made and high quality RHI application: The Renewable Heat Incentive Application Process – An Overview and Key Guidance: [Applicant Guidance Note 3](#); Ofgem E-Serve's Guide to the RHI Application Form: [Applicant Guidance Note 2](#). Further supporting information can be found on Ofgem's [How to Apply for Accreditation](#) webpage.

From: Keith Avis
Sent: 07 January 2013 14:38
To: Robert Reid
Subject: AEA Ricardo Contract

Hi Rob
Received from OFGEM on 07.06.2017
 Annotated by RHI Inquiry