

Timetable for the National Fraud Initiative 2016-17

Activity	Who	How	Timing
Issue the data specifications for each data set	Wales Audit Office NFI team	By 22 April 2016, the draft data specifications for 2016-17 will be posted on the Wales Audit Office website. An email link will also be sent to all key contacts as a reminder.	By 22 April 2016
Confirm contact details for the 2016-17 exercise	Director of finance/ key contact	New participants: the director of finance (or senior responsible officer) for your organisation should nominate an appropriate key contact by email to nfiqueries@cabinetoffice.gov.uk Existing participants: director of finance (or senior responsible officer) will be required to confirm key contacts. Key contacts will be required to confirm users.	From Thursday 30 June 2016 onwards
2016-17 web application becomes available	NFI team	The first time users log on to 2016-17 web application, they will be forced to change their password.	From Thursday 30 June 2016
Issue the instructions to bodies participating in NFI 2016-17	Wales Audit Office NFI team	The instructions and final data specifications are now permanently available on the NFI webpage. An email link will also be sent to directors of finance and 2016-17 key contacts as a reminder.	By Thursday 7 July 2016

Activity	Who	How	Timing
Check the list of expected data sets	NFI key contact	Log in to the 2016-17 web application and check the list of expected data sets is accurate for your particular organisation. Submit any changes to the list by Wednesday 31 August 2016.	Between Monday 1 August and Wednesday 31 August 2016
Confirm who the web application users will be	NFI key contact	Key contacts should ensure the person(s) responsible for uploading data has a user account on the web application. Users responsible for reviewing matches can also access the training modules in preparation for the 31 January 2017 release.	By Friday 2 September 2016, and as and when future changes occur
The fair processing compliance returns are completed online	Key contact	Submissions are made via the NFI web application.	Between Thursday 30 June and Friday 30 September 2016
The data is extracted from the participant systems in accordance with the data specifications	Key contact/ user (data upload)	There is a separate data specification for each data set collected. The specification document can be accessed from the detailed data specifications .	Between Monday 3 October and Monday 10 October 2016
The live data is uploaded to the NFI web application	Key contact/ user (data upload)	The data for the 2016-17 batch exercise is uploaded through the 2016-17 web application, data file upload function.	From Monday 10 October 2016*
The 2016-17 exercise matches are available	NFI team	An email link will be sent to directors of finance and key contacts as a reminder, informing them that the matches are available.	From Thursday 26 January 2017

* A series of reminders will be issued from 17 October 2016. Failure to submit all of your data promptly may result in some data sets being excluded from the matching process for the results release at the end of January.