

Timetable for the National Fraud Initiative 2022/23 Exercise

Activity	Who	How	Timing
Issue DRAFT data specifications for each data set	NFI Team (Cabinet Office)	Draft data specifications will be available on the NFI GOV.UK web page.	By Friday 8 April 2022
Issue the FINAL data specifications for each data set	NFI Team (Cabinet Office)	Final data specifications will be available on the NFI GOV.UK web page.	By Friday 29 July 2022
Issue the instructions to bodies participating in NFI 2022/23	NFI Team (Cabinet Office)	An email containing a link to the NFI 2022/23 instructions on the NFI GOV.UK web page will be sent to Senior Responsible Officers and Key Contacts.	By Friday 29 July 2022
Make the 2022/23 national exercise part of the web application available	NFI Team (Cabinet Office)	The web application will be made available for 2022/23 access.	From Wednesday 3 August 2022
Check the list of expected data sets is accurate	NFI Key Contact	Key Contacts will log in to the 2022/23 web application Data File Upload (DFU) and check the list of expected datasets is accurate and advise us of any changes to the list by Wednesday 31 August 2022.	Between Wednesday 3 August and Wednesday 31 August 2022
Communicate data quality criteria / guidance	NFI Team (Cabinet Office)	The data quality criteria for each dataset will be communicated to all participants, including details of data quality failures that may result in a penalty fee	By Wednesday 31 August 2022

Ensure the person uploading data has a web application account	NFI Key Contact	Key Contacts should ensure the person responsible for uploading data has a user account on the web application.	By Friday 16 September 2022, and as and when future changes occur
Complete the 2022/23 privacy notice compliance declaration in the web application	NFI Key Contact	Key Contacts should ensure the privacy notice compliance declaration is completed.	By Friday 30 September 2022
Extract data from systems in accordance with the data specifications and upload data to the NFI web application	NFI Key Contact / User (data upload)	Key Contacts should ensure that data is extracted from systems as at 30 September 2022 (unless otherwise stated in the data specification) and uploaded to the web application 2022/23 DFU as soon as quality checks have been completed.	Data must be uploaded between Friday 7 October 2022* and Friday 18 November 2022***
Cut off for the main 2022/23 NFI release	NFI Key Contact /Senior responsible Officer	If data is not received and processed by close of business on Friday 2 December 2022 it may be classed as late and a failure to fully meet your statutory duty** Late data, or data that does not adequately meet specified data quality criteria may incur a penalty fee.	5pm on Friday 2 December 2022***
Set up/review accounts for those reviewing matches	NFI Key Contact	Key Contacts should ensure user accounts are set up on the web application for those in their organisation responsible for reviewing matches.	By Friday 22 January 2023 and as and when future changes occur
The 2022/23 exercise matches are available	NFI Team (Cabinet Office)	An email will be sent to Senior Responsible Officers and Key Contacts informing them that the matches are available.	From Thursday 26 January 2023 ****

* A series of reminders will be issued from Wednesday 13 October 2022. Reminders will go to Senior Responsible Officers if data has not been received by 21 October 2022, that is 2 weeks after the submission date.

** Under Part 6 of the Local Audit and Accountability Act 2014 (England), Part 2A of the Public Finance and Accountability (Scotland) Act 2000, Part 3A of the Public Audit (Wales) Act 2004, Articles 4A to 4G of the Audit and Accountability (Northern Ireland) Order 2003.

*** Failure to submit all of your required data promptly and of acceptable quality (criteria to be confirmed by Wednesday 31 August 2022) by Friday 18 November (thus allowing two weeks for it to be processed by the cut off date of Friday 2 December 2022) may incur additional fees and result in some datasets being excluded from the matching process for the results release at the end of January 2023. Data should still be submitted for a later match release.

**** There may be subsequent match releases should data not be provided by the required deadline.