

Timetable for the National Fraud Initiative 2024/25 Exercise

Activity	Who	How	Timing
Issue DRAFT data specifications for each data set	NFI Team (PSFA)	Draft data specifications will be available on the NFI GOV.UK web page.	By Wednesday 15 May 2024
Make the 2024/25 national exercise web application available	NFI Team (PSFA)	The web application will be made available for 2024/25 access to check user accounts, complete Privacy Notice and Security Policy Compliance.	From Tuesday 25 June 2024
Check the list of expected data sets is accurate	NFI Key Contact	Key Contacts will log in to the 2024/25 web application Data File Upload (DFU) and check the list of expected datasets is accurate and advise us of any changes to the list.	Between Tuesday 30 July and Tuesday 27 August 2024
Issue the FINAL data specifications for each data set	NFI Team (PSFA)	Final data specifications will be available on the NFI GOV.UK web page.	By 31 July 2024
Issue the instructions to bodies participating in NFI 2024/25	NFI Team (PSFA)	An email containing a link to the NFI 2024/25 instructions on the NFI GOV.UK web page will be sent to Senior Responsible Officers and Key Contacts.	From Monday 12 August 2024
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 30 August 2024, and as and when future changes occur
Final completion of the 2024/25 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 August 2024
Extract data from systems in accordance with the data specifications and upload data to the	NFI Key Contact / User (data upload)	Key Contacts should ensure that data is extracted from systems as at 30 September 2024 (unless otherwise stated in the data specification) and uploaded to the web application 2024/25 DFU as	Data must be uploaded between Tuesday 1 October 2024* and Friday 25 October 2024 ***

Activity	Who	How	Timing
NFI web application		<p>soon as quality checks have been completed.</p> <p>The database for 2024/25 will close on Friday 8 November 2024, this means to allow sufficient time for your data to be processed and data quality checked prior to the closure of the database, data will actually need to be submitted by Friday 25 October 2024.</p> <p>Late data, or data that does not adequately meet specified data quality criteria may incur a penalty fee.</p>	Database closes on Friday 8 November 2024.
Cut off for the main 2024/25 NFI release	NFI Key Contact /Senior responsible Officer	If data is not received and processed by close of business on Friday 25 October 2024 it may be classed as late and a failure to fully meet your statutory duty.**	5pm on Friday 25 October 2024***
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 Monday 2 December 2024 and as and when future changes occur
The 2024/25 exercise matches are available	NFI Team (PSFA)	An email will be sent to Senior Responsible Officers and Key Contacts informing them that the matches are available.	From Friday 20 December 2024 ****

* A series of reminders will be issued to Key Contacts from Tuesday 8 October 2024. If data has not been received, or we have not been notified of a delay, by 15 October 2024 reminders will be copied to Senior Responsible Officers i.e. 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 may incur additional fees and result in some datasets being excluded from the matching process for the 2024/25 results release. Data should still be submitted for a later supplementary match release.

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