Data Collection Calendar

Key		
		This calendar will be updated as commissioning/return dates are confirmed and aligned with the CDR process.
		Included in the CDR
Commission	C	Scheduled to be included in the CDR
Return due	R	OGDs data collections (Outside CDR scope)
Published	P	Currently outside the scope of the CDR

Version date: 6 June 2013

CDRs cover data requests that have return dates during the following 3 months. I.e. The June CDR will contain data requests with return dates between July and September. CDRs will be issued approximately 2 weeks prior to the start of the CDR period.

Timeline: March 2013 CDR; April (01 April 2013, 08 April 2013, 15 April 2013, 22 April 2013, 29 April 2013); May (06 May 2013, 13 May 2013, 20 May 2013, 27 May 2013); June (03 June 2013, 10 June 2013, 17 June 2013, 24 June 2013); June 2013 CDR; July (01 July 2013, 08 July 2013, 15 July 2013, 22 July 2013, 29 July 2013); August (05 August 2013, 12 August 2013, 19 August 2013, 26 August 2013); September (02 September 2013, 09 September 2013, 16 September 2013, 23 September 2013, 30 September 2013); September 2013 CDR; October (07 October 2013, 14 October 2013, 21 October 2013, 28 October 2013); November (04 November 2013, 11 November 2013, 18 November 2013, 25 November 2013); December (02 December 2013, 09 December 2013, 16 December 2013, 23 December 2013, 30 December 2013); December 2013 CDR; January (06 January 2014, 13 January 2014, 20 January 2014, 27 January 2014); February (03 February 2014, 10 February 2014, 17 February 2014, 24 February 2014); March (03 March 2014, 10 March 2014, 17 March 2014, 24 March 2014, 31 March 2014); March 2014 CDR; April (07 April 2014, 14 April 2014, 21 April 2014, 28 April 2014); May (05 May 2014, 12 May 2014, 19 May 2014, 26 May 2014); June (02 June 2014, 09 June 2014, 16 June 2014, 23 June 2014, 30 June 2014); June 2014 CDR

Q1 2013/14 — Application period for new CDR proposals; Proposal Review; DAB; CDR Commission for returns due between Jul - Sep

Q2 2013/14 — Application period for new CDR proposals; Proposal Review; DAB; CDR Commission for returns due between Oct - Dec

Q3 2013/14 — Application period for new CDR proposals; Proposal Review; DAB; CDR Commission for returns due between Jan - Mar

Q4 2013/14 — Application period for new CDR proposals; Proposal Review; DAB; CDR commission for returns due between Apr - Jun

Q1 2014/15 — Application period for new CDR proposals; Proposal Review; DAB; CDR commission for returns due between Jul - Sep

			Q1 2013/14	Q2 2013/14	Q3 2013/14	Q4 2013/14	Q1 2014/15
Civil Service Talent	Fast Stream Database	Transactional	Transactional	Transactional	Transactional	Transactional	Transactional
	SCS Database	Transactional	Transactional	Transactional	Transactional	Transactional	Transactional
Civil Service Reform	CSR implementation progress report	Quarterly	R P C	R P C	R P C	R P C	R P C
Construction	Quarterly Cost Reductions (CR) and Cost Reduction Pipeline (CRP)	Quarterly	R P	R P	R P	R P	R P
	Cost Benchmarks (CB) general update	Annual	R P				R P
	Regular forward construction pipeline data	6 monthly	P	C R	P	C R	P
	Cost reduction related inflation data and control factors	Quarterly	R P	R P	R P	R P	R P
	Cost reduction related audit trail information / data	Quarterly	R P	R P	R P	R P	R P
	Strategy alignment survey data	Annual	C	R R P			C
	Supplier / client performance data	Quarterly	P C R	P C R	P C R	P C R	P C R
	Data related to construction projects using Project Bank Accounts	6 monthly	C R	P	C R	P	C R
Estates	Central Civil Estate Core Property Data	Transactional	Transactional	Transactional	Transactional	Transactional	Transactional
	Facilities Management (FM) Annual Data Return	Annual	March to July				March to July
	Property Benchmarking	Annual	Data input Apr - Jul	Validation Aug - Oct			
	State of the Estate report Whole Estate cost collection survey	Annual		Data collection Aug - Oct			
Fraud, Error, Debt	Grant Efficiency Project	Ad-hoc/TBC					
ICT	ASK ICT asset and services knowledgebase (formerly ICT Asset Register)	Voluntary					
	CIO Delivery Board Highlight Report	Monthly	Data collection timetable is dependant on the dates of the board meetings. Return date is 5 days before date of board meeting.				
	ICT Strategy Savings	Quarterly	R	R	R	R	R
	ICT Strategy Metrics (Spring and Autumn collection)	Bi annual		R (TBC)		R (TBC)	
	Forward look IT portfolio	Quarterly	R (sub to chge)	R (sub to chge)	R (sub to chge)	R (sub to chge)	R (sub to chge)
	Green ICT (Defra)	Annual	C R	P			C R
	Digital Information Survey (The National Archives)	Ad-hoc					
	GDS - Moving ALBs to GOV.UK	Ad-hoc					
	GDS - Government transactions (Moving to quarterly)	Quarterly					
Major Projects	Government Major Projects Portfolio (GMPP)	Quarterly	C R	C R	C R	C R	C R
People	Article 52	Annual (NI only)					
	Article 55 (triennial)	Triennial (NI only)					
	Monthly Workforce Management Information Collection	Monthly	C R P C R P C R P	C R P C R P C R P	C R P C R P C R P	C R P C R P C R P	C R P C R P C R P
	Sickness absence	Quarterly	(21/6)R Year ending Mar 13	(27/9)R Year ending Jun 13	(27/12)R Year ending Sep 13	(28/3)R Year ending Dec 13	(27/6)R Year ending Mar 14
	Workforce Projections	Annual		C R			
Procurement	Consultancy spend (Issue date 1st of month, return date around 25th)	Monthly	C R C R C R	C R C R C R C	R C R C R C	R C R C R C	R C R C R C
	Customer AP Data	Monthly					
	Procurement key metrics (Total procurement spend & spend with SMEs)	Monthly	C R P C R P C R P	C R P C R P C R P	C R P C R P C R P	C R P C R P C R P	C R P C R P C R P
	Procurement key metrics (All other data)	Quarterly	R(17/5)	R(16/8)	R(15/11)	R(14/2)	R(16/5)
	LEAN information assurance request	Quarterly	C R	C R	C R	C R	C R
	Procurement Pipeline	Quarterly					
	Contracts Finder	Transactional	Transactional	Transactional	Transactional	Transactional	Transactional
	Transparency Progress Reports	Quarterly					
	Legal Services	Ad-hoc/TBC					
Public Bodies	Annual Public Bodies Directory	Annual			R P		
	Updated costs and savings figures	Annual		R			
QDS	Quarterly Data Summary	Quarterly	(21/6)R Q4	R(16/8) Q1	R(15/11) Q2	R(14/2) Q3	(20/6)R Q4
Shared Services	Civil Service HR (DWP)	Quarterly		C (1/8) R (23/8) (Q1)	C (7/11) R (29/11) (Q2)	C (4/2) R (28/2) (Q3)	C (2/5) R (23/5) (Q4)
	Next Generation Shared Services	Quarterly	(21/6)R Q4	R(16/8) Q1	R(15/11) Q2	R(14/2) Q3	(20/6)R Q4
Sustainability	Greening Govt ICT Commitments (HMG GDU)	Annual	C April to June R				C April to June R
	Sustainable Procurement (Defra)	Annual	C April to June R				C April to June R
	Greening Government Commitments	Quarterly					