

# Timetable for the National Fraud Initiative 2024-25 Exercise in Wales

Updated October 2024

Activity	Who	How	Timing
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 web application	NFI Key Contact / User (data upload)	<p>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 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> <p>See below for Council Tax single person Discount and Electoral Register data upload from 2 December 2024.</p>	<p>Data must be uploaded between Tuesday 1 October 2024* and Friday 25 October 2024</p> <p>Database closes on Friday 8 November 2024.</p>

Activity	Who	How	Timing
Cut off for the main 2024-25 NFI release	NFI Key Contact / Senior responsible Officer	If data is not received <b>and processed</b> 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
Upload Council Tax data and Electoral Register data to the NFI RECHECK web application	NFI Key Contact / User (data upload)	Matches will normally be available as soon as both datasets are successfully loaded and the privacy notice compliance declaration has been completed in the web application.	From Monday 2 December 2024 to Friday 17 January 2025 ***
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 3A of the Public Audit (Wales) Act 2004.

\*\*\* A series of reminders will be sent from this date copying in your NFI Senior Responsible Officer

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