

## Appendix B

### Timetable for NFI 2012-13

Activity	Who	How	Timing
Issue the data specifications for each data set	NFI Team (AC)	The <a href="#">data specifications</a> are now permanently available on the NFI web page. An email link will also be sent to all Key Contacts as a reminder.	By Friday, 30 March 2012
Confirm contact details for the 2012/13 exercise	Director of Finance / Key Contact	<b>New participants:</b> The Director of Finance (or Senior responsible Officer) for your organisation should nominate an appropriate Key Contact by email to <a href="mailto:nfiqueries@audit-commission.gov.uk">nfiqueries@audit-commission.gov.uk</a> . <b>Existing participants:</b> Director of Finance (or Senior responsible Officer) will be required to confirm Key Contacts. Key Contacts will be required to confirm users.	From 18 June 2012 onwards
Force a password reset for the 2012/13 web application	NFI Team (AC)	The first time users log on to 2012/13 web application they will be forced to change their password.	From 18 June 2012 onwards
Issue the instructions to bodies participating in NFI 2012/13	NFI Team (AC)	The instructions and final data specifications are now permanently available on the NFI web page. An email link will also be sent to Directors of Finance and 2012/13 Key Contacts as a reminder.	By Friday, 29 June 2012
Check the list of expected data sets	NFI Key Contact	Log in to the 2012/2013 web application and check the list of expected datasets is accurate for your particular organisation (select 'DFU' from the Home page). Submit any changes to the list by Friday 3 August 2012.	By 3 August 2012
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 28 January 2013 release.	By 3 September 2012 and when changes occur
The fair processing compliance returns are submitted	Key contact	Submissions are made via the <a href="#">NFI website (external site)</a> . Submission guidance can be found within the help menu labelled 'Form 3 - Fair processing compliance return'.	By 28 September 2012
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. These specifications can be accessed from the <a href="#">detailed data specifications</a> .	Monday, 8 October 2012
The live data is uploaded to the NFI web application	Key contact / User (data upload)	The data is uploaded within the web application via the 'Data file upload' function.	From Monday 8 October 2012*
The 2012/13 exercise matches are available	NFI Team (AC)	An email link will also be sent to Directors of Finance and 2012/13 Key Contacts as a reminder informing them that the matches are available.	From Tuesday, 29 January 2013

\* A series of reminders will be issued from 15 October 2012.