National Fraud Initiative
in Northern Ireland 2024-25

Instructions

Contents

Introduction

1.   The Comptroller and Auditor General for Northern Ireland (C&AG), head of the Northern Ireland Audit Office (NIAO), has statutory powers to conduct data matching exercises for the purpose of assisting in the prevention and detection of fraud. The powers are contained in the Serious Crime Act 2007, which adds Articles 4a to 4h to the Audit and Accountability (Northern Ireland) Order 2003.

2.   The Serious Crime Act imposes a regulatory regime alongside existing fair processing and other compliance requirements of data protection legislation. Any person or body conducting or participating in the C&AG's data matching exercises must, by law, have regard to a statutory Code of Data Matching Practice.

3.   Data matching involves comparing sets of data, such as the payroll or benefits records of a body, against other records held by the same or another body to see how far they match.   This allows potentially fraudulent claims and payments to be identified.

4.   The next data matching exercise under the C&AG's powers will be undertaken in 2024-25, as part of the National Fraud Initiative (NFI). As in previous NFI exercises, the Public Sector Fraud Authority will carry out the key aspects of the exercise on behalf of the C&AG, including the collection and processing of data.

5.   The data obtained for the 2024-25 exercise will be matched on a cross jurisdictional basis across the UK.

Distribution of Matches

6.   Once the data matching process is completed, the output will be available to participating organisations, for consideration and investigation, via the secure NFI web-based application. Responsibility for investigating matches will rest with the participating organisations. **Organisations are not expected to investigate all matches but should use a risk-based approach to decide on how many, and which, matches to investigate.**

7.   The data matching output provided by the Public Sector Fraud Authority indicates the priority reports and higher risk data matches within each report. It is important to note that the matches do not necessarily indicate fraud but they highlight an inconsistency which may be worthy of further investigation.

Audit

8.   The C&AG and local government auditors will use the output from the NFI exercise to help them assess the arrangements that the bodies they audit have in place to prevent and detect fraud.

9.   Information on the role of the C&AG and the local government auditors is at www.niauditoffice.gov.uk.

Statutory framework

10. The C&AG conducts data matching exercises under statutory powers in the Audit and Accountability (Northern Ireland) Order 2003, as amended by the Serious Crime Act 2007.

11. The legislation requires the C&AG to prepare a code of practice to govern the data matching exercises, and to consult over it before approving and laying it before the Assembly. The original Code was laid before the Northern Ireland Assembly in July 2008. A revised Code, taking account of the transfer of the NFI to the Public Sector Fraud Authority and the provisions of the 2018 General Data Protection Regulation (GDPR), was laid in November 2018, following consultation with key stakeholders, including the Information Commissioner's Office. The revised Code can be viewed [here](#).

12. Under the legislation, the C&AG may carry out data matching exercises for the purpose of assisting in the prevention and detection of fraud, as part of an audit or otherwise. The C&AG may require certain bodies to provide data for a data matching exercise. These are bodies whose accounts are required to be audited by:

    - the C&AG, other than any body whose accounts are required to be audited by virtue of section 55 of the Northern Ireland Act 1998, which includes North/South Implementation bodies audited jointly by the C&AG and the Irish Comptroller and Auditor General; and
    - a local government auditor.

    Therefore central government bodies (that is Northern Ireland departments, executive agencies, police and justice bodies, non-departmental public bodies and health and social care bodies) and local government bodies (district councils) must participate if required.

13. Other bodies may participate in the data matching exercises on a voluntary basis where the C&AG considers it appropriate. The requirements of data protection legislation and the GDPR will apply.

14. The C&AG may disclose the results of a data matching exercise to bodies that have provided the data. The C&AG may also disclose both data provided for data matching and the results of data matching to the Public Sector Fraud Authority, the Auditor General for Wales, the Auditor General for Scotland, the Accounts Commission for Scotland and Audit Scotland, for the purposes of preventing and detecting fraud. This is an important aspect of the legislation as it enables cross jurisdictional data matching.

15. The processing of data by the C&AG in a data matching exercise is carried out with statutory authority. It does not require the consent of the individuals concerned to satisfy data protection legislation.

Privacy Notices

16. Under data protection legislation and the GDPR, NFI participants must tell individuals that their data will be processed. This information is provided by way of a Privacy Notice.

17. Participants should, as far as is practicable and unless an exemption from the fair processing requirement applies, provide or make readily available, privacy notices to the individuals about whom they are sharing information. The privacy notice should:
    * clearly explain that their data may be disclosed for the purpose of preventing and detecting fraud;
    * include details of the legal basis on which the data controller relies for the processing;
    * in accordance with the Information Commissioner's guidance, specify with whom the data will be shared; and
    * contain details of how individuals can find out more information about the processing in question.

18. For more information on privacy notices, participants should refer to the Information Commissioner's guidance at https://ico.org.uk/for-organisations/accountability-framework/transparency/

19. The Comptroller and Auditor General's full text privacy notice for the National Fraud Initiative is available on the NIAO's website at https://www.niauditoffice.gov.uk/national-fraud-initative . It includes an explanation of the legal basis for the C&AG's data matching exercises.

20. The Key Contact for each participating organisation must submit a declaration via the secure NFI web application confirming that they have complied with Privacy Notice requirements.

Contact nominations and responsibilities

Senior Responsible Officer role

21. The director of finance, or equivalent senior named officer, will act as '**Senior Responsible Officer**' (SRO) for the NFI. The SRO is responsible for ensuring the participating organisation meets its statutory requirements. The SRO should:

- nominate a **Key Contact**;
- ensure the Key Contact has access to the matches via the [secure NFI web application](#) when they become available; and
- ensure that the Key Contact fulfils all privacy notice requirements.

Key Contact role

22. The **Key Contact** is responsible for:

- fulfilling the organisation's privacy notice requirements. The Key Contact should be in direct communication with their organisation's data protection officer or equivalent;
- ensuring that the data formats guidance and data specifications are adhered to;
- nominating appropriate users to upload data submissions, investigate the matches and act as point of contact for other bodies about a match ('preferred dataset contact');
- co-ordinating and monitoring the overall exercise; and
- ensuring that outcomes from the investigation of matches are recorded on the [secure NFI web application](#) promptly and accurately.

23. In small organisations, one person may fulfil the Key Contact, data submission, dataset contact and investigation roles.

Data submission role

24. The user responsible for the submission of the data should ensure that data:
- meets the specifications (see Appendix 1);
- contains a header row;
- is in the correct format (see Appendix 3);
- is submitted via the data file upload (DFU) facility; and
- is submitted by the required deadline (see Table 2 at paragraph 30).

Investigation role

25. The Key Contact will set up a user or number of users with access to the NFI web application so that they can review and investigate the matches. The users may also be responsible for responding to enquiries from other matched bodies if the Key Contact delegates this role.

26.   Once the data matching process for each exercise is completed, the output will be available to the relevant participating body via the secure NFI web application.   Participating bodies are then responsible for reviewing and investigating matches as appropriate.

27.   The secure NFI web application contains embedded guidance with the data matching output. It is essential that users follow this guidance as it helps with prioritising reports and the matches within them.

Data requirements

28.   The data requirements for the 2024-25 data matching exercise are set out in Table 1, with the corresponding data specifications set out in Appendix 1. Points to note are:

*   The requirements of the Code of Data Matching Practice of the Comptroller and Auditor General for Northern Ireland in relation to privacy notices should be adhered to. In addition, see paragraphs 16 to 19 above. Liaise with your own Data Protection Officer if you require any clarification.

*   The Data Submission section (see page 14) provides details on how to upload data securely. This is the only acceptable method.

*   For bodies whose payroll is administered through HR Connect, if you are NOT an NICS department, you must request a file of data from HR Connect administrators in line with the payroll data specification and upload it directly to the Public Sector Fraud Authority. For NICS departments, HR Connect will provide a payroll file to NICS HR who will upload the data on behalf of all NICS departments.

*   For bodies whose creditors are administered through Account NI, each individual body must request from Account NI a file of data in line with the creditors' data specifications (standing data and payments history). Bodies will then upload their creditors' datasets directly to the Public Sector Fraud Authority.

*   In cases where a provider submits data (e.g. payroll) direct to the Public Sector Fraud Authority on behalf of a body, it is the body's responsibility to ensure that the provider receives full and timely instructions about this requirement and that employees are notified in line with the fair processing requirements.

*   Experience from previous NFI exercises has shown that Trade Creditors standing data and payments history are complicated specifications so extreme care should be taken when extracting this data, otherwise the quality of the output can be severely affected.

Table 1: Data requirements 2024-25

Mandatory Participants	Datasets Required
<u>All</u> mandatory participants (see Appendix 4)	• Payroll (including agency workers) • Trade creditors' payment history • Trade creditors' standing data • Pensions (**through relevant pension paying authority**)[1]
The following bodies must also submit these <u>additional</u> datasets:	
Northern Ireland Housing Executive	• Housing benefit claimants • Housing tenants • Right to Buy • Social housing waiting list
Department of Finance	• Rates • Lone Pensioner Allowance (LPA) data • Electoral register
Belfast Health & Social Care Trust Northern Health & Social Care Trust South Eastern Health & Social Care Trust Southern Health & Social Care Trust Western Health & Social Care Trust	• Private supported care home residents
Department for Infrastructure	• Blue badges • Taxi driver licences
Department for Communities	• State pension (to facilitate LPA data match)
Voluntary Participants	**Datasets Required**
Northern Ireland Audit Office	• Payroll (including agency workers) • Trade creditors' payment history • Trade creditors' standing data
NI Water	• Payroll (including agency workers) • Trade creditors' payment history • Trade creditors' standing data
Translink	• Payroll (including agency workers) • Concessionary travel passes • Small pension fund
Victims and Survivors Service	• Payroll (including agency workers) • Trade creditors' payment history • Trade creditors' standing data

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[1] NI Civil Service Pensions, NI Local Government Officers' Superannuation Committee, Teachers' Pensions, Health Pensions, NI Fire and Rescue Pensions and Assembly Pensions

Timetable

29. The timetable, from launch of the exercise and collection of data through to distribution of matches, is set out in Table 2.

Table 2: 2024-25 timetable

Activity	Who	How	Timing
Confirm contact details for the 2024-25 exercise	Senior Responsible Officer / Key Contact	Changes should be notified via email, as and when they arise, to: nficoordinator@niauditoffice.gov.uk and helpdesk@nfi.gov.uk	Updating of contact details is a continuous process. Changes should be notified as and when they arise
2024-25 web application becomes available	NFI Team (PSFA)	The link to the web application is https://www.nfi.gov.uk/ .	Web application for 2024-25 will be available from Tuesday 25 June 2024
Check the list of expected data sets	NFI Key Contact	Key Contacts should log into the 2024-25 web application Data File Upload (DFU), check that the list of expected datasets is accurate and advise any changes to the NFI Coordinator by. (nficoordinator@niauditoffice.gov.uk)	Between Tuesday 30 July and Tuesday 27 August 2024
Issue the FINAL data specifications for each data set	NFI Team (PSFA)	Final data specifications are available on the NFI GOV.UK web page	By 31 July 2024
Issue NFI Instructions to bodies participating in NFI 2024-25	NFI Coordinator (NIAO)	NIAO will email Instructions, including final data specifications, to the Senior Responsible Officer in all participating organisations (and copy to the Key Contact for information). A copy will be on the NIAO website at https://www.niauditoffice.gov.uk/national-fraud-initative .	From Monday 12th August
Ensure the person uploading data has a web application account	NFI Key Contact	Key Contacts should ensure the person(s) responsible for uploading data has a user account on the web application.	By Friday 30 August 2024, and as and when future changes occur
Complete the 24-25 privacy notice compliance declaration in the	NFI Key Contact	Key Contacts should ensure the privacy notice compliance declaration is completed.	By Friday 30 August 2024

Activity	Who	How	Timing
web application			
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 2024 (unless otherwise stated in the data specification) and uploaded to the 2024-25 web application via the data file upload (DFU) facility as soon as quality checks have been completed. 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. Late data, or data that does not adequately meet specified data quality criteria may incur a penalty fee.	Data must be uploaded between Tuesday 1 October 2024* and Friday 25 October 2024 *** Database closes on Friday 8 November 2024. **Note:** different dates will apply for rates, LPA, and state pension, to be advised separately.
Cut-off for the main NFI 2024-25 data submission	NFI Key Contact / Senior Responsible Officer	If data is not received **and processed** by close of business on Friday 25 October 203 it may be classed as late and a failure to fully meet your statutory duty**	5pm on Friday 25 October 2024***
Set up or confirm accounts for those who will be reviewing matches	NFI Key Contact	Key Contacts should ensure user accounts are set up on the web application. Users responsible for reviewing matches can access the online Help menu in preparation for the release.	By Monday 2 December 2024 and as and when future changes occur
2024-25 matches available	NFI Team (PSFA)	The PSFA NFI Team will send an email to Senior Responsible Officers and Key Contacts, informing them that the matches are available.	From Friday 20th 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 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.

Submission of data

30. Before data is extracted (downloaded) from local systems, it is essential that the guidance on data upload to the NFI secure website is taken into account:

     - data upload instructions (Appendix 2); and
     - data format (Appendix 3).

31. If you require any further guidance on how to extract, upload or submit data please contact the NFI Data Centre (Synectics Solutions Ltd) via email helpdesk@nfi.gov.uk or call 0845 345 8019.

32. To upload the data, log into the secure NFI web application and select the Data File Upload option from the relevant National Exercise menu. The secure application features 256 bit Secure Sockets Layer encryption and enables data files to be password protected. Before downloading data from your system, please refer to Appendix 2.

33. Data should be submitted using the Data File Upload (DFU) facility within the NFI secure website. This is the only acceptable method to supply NFI data. If any other method of submission is used, our policy will be to inform the Senior Responsible Officer that data has been put at unnecessary risk.

Password protection

34. As part of our ongoing commitment to keep your data secure, in line with good practice when handling personal data, you are required to password protect each dataset once extracted from the relevant systems. If required, refer to the guidance on the Public Sector Fraud Authority website at https://www.gov.uk/guidance/uploading-data-to-national-fraud-initiative .

35. The document *Protect Yourself Online* (available on the Public Sector Fraud Authority website at the above link) provides guidance on using the NFI secure web application.

36. If you require any further guidance on extracting data from your system or submitting data, contact the NFI Data Centre (Synectics Solutions Ltd) via email helpdesk@nfi.gov.uk or call 0845 345 8019.

Making the process more efficient

37.   The Senior Responsible Officer and Key Contact can take measures to make the NFI process more efficient. These include:

- ensuring all contact details are up to date;
- reviewing the data quality reports from the previous exercise to identify any improvements that can be made for the next data submission (these reports will be accessible from the home page of the secure NFI web application);
- making sure that appropriate staff review all data extraction guidance documents prior to submission of data; and
- planning in advance what investigative resources are needed, based on local expertise and knowledge, so the matches can be dealt with promptly. For example, trade creditor duplicate matches are perhaps best dealt with by a nominated person in either Internal Audit or Accounts Payable.

Communications

38. The Public Sector Fraud Authority and the NIAO are committed to ensuring the NFI is effective. We will continue to work closely with key contacts and others to provide regular and timely information to all parties involved in the investigation process. The NFI communication plan includes:

- access to NFI related reference material on the Public Sector Fraud Authority's NFI web page (www.gov.uk/government/collections/national-fraud-initiative) and the NIAO web page (https://www.niauditoffice.gov.uk/national-fraud-initative);

- important messages to be placed within the NFI software on the Message Board of the new Home page;

- NFI general support from the Public Sector Fraud Authority via nfiqueries@cabinetoffice.gov.uk ;

- NFI technical support on 0845 345 8019 or via helpdesk@nfi.gov.uk ; and

- general enquiries about the NFI **in Northern Ireland** should be addressed in the first instance to the NFI Co-ordinator via email at nficoordinator@niauditoffice.gov.uk

Appendix 1 – The Data Specifications

1. There is a separate data specification for each dataset type collected for the NFI. To find out what data you must supply, refer to Table 1 at page 11 of these Instructions.

2. The data specifications are reviewed prior to each NFI exercise and a summary of changes for the 2024-25 exercise is set out in the table below. Changes to the fields required in the data specifications have been kept to a minimum, to ensure consistency between exercises.

Data specification	Summary of changes from 2022-23 specification
Payroll (see page 19)	• Add agency workers
Pensions (see page 21)	• Add dependents in receipt of a deceased person's pension
Trade Creditors Standing Data (see page 23)	• Additional optional fields
Trade Creditor Payments History (see page 25)	• Additional optional fields
Housing Benefit (see page 27)	• No change
Housing Tenants (see page 29)	• Add number of bedrooms to assist with prioritisation
Housing Waiting List (see page 31)	• No change
Private Supported Care Home Residents (see page 32)	• No change
Transport Passes and Permits (see page 33)	• No change
Licences – Taxi Drivers (see page 35)	• No change
Rates (see page 36)	• No change
Lone Pensioner Allowance (see page 37)	• No change
State Pension (see page 38)	• No change
Electoral Register (see page 39)	• No change

Format

3.   Before extracting the data, you should refer to the data format guidance at Appendix 3 and take into consideration the comments in the data specifications associated with each field.

Submission

4.   You must use the data file upload (DFU) facility within the secure NFI web application to submit data direct from local computers. This connection provides 256 bit Secure Sockets Layer encryption and enables password protection. Before uploading data you should refer to the data upload instructions at Appendix 2 and data format guidance at Appendix 3.

5.   The secure electronic upload facility is the only acceptable method of data submission for NFI data. If any other method of submission is used, our policy will be to inform Directors of Finance that data has been put at unnecessary risk.

6.   If you require any further guidance on extracting, uploading or submitting data, contact the NFI Data Centre (Synectics Solutions Ltd) via email at helpdesk@nfi.gov.uk or call 0845 345 8019.

7.   Data should be provided in accordance with the timetable at Table 2 on pages 12 and 13 of these Instructions.

Payroll

To find out who should supply payroll data, please refer to Table 1 on page 11 of these Instructions.

Requirements:

- Data submitted should meet this data specification, i.e. include all field names listed below.

- Current employees from all payrolls (for example, monthly, weekly, and quarterly) should be provided. Data in respect of agency workers can also be provided, if as stated below, the agency organisation has confirmed to you that Privacy Notices (PN) have been issued to all of their personnel.

- Data **should not** be provided in respect of payrolls processed for other organisations on an agency basis **unless**:

    o this has been authorised by the organisation;

    o the organisation has confirmed that Privacy Notices have been issued; and

    o the organisation's participation has been agreed by the C&AG.

- A single file for permanent and agency staff for each organisation should be uploaded. Where agency staff are included they should be flagged as per the specification below and the name of the Agency should be provided. Alternatively, a separate file can be submitted that contains your agency workers.

- Ensure that there is only a **single** record for each employee i.e. details for individual employees with more than one post should be merged into one record. For example, for employees with multiple posts, 'Gross pay to date' and 'Standard hours per week' for each post should be added together to give aggregated totals for those two fields. Other fields such as 'Date started', 'Sort code' and 'Bank account' should be provided from the main (highest earnings) post.

Field name	Data format	Comments
Employee reference number	Character	
Employee post number	Character	Leave blank if not applicable, but do not omit this field
Department	Character	Provide the Department where the employee works, for example, Social Services, Education. If this field contains a code, please provide a lookup table.
Title	Character	
Gender	Character	
Surname	Character	
Forename(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate Middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred.

Field name	Data format	Comments
Middle name(s) or middle initials(s)	Character	
Address line 1	Character	
Address line 2	Character	
Address line 3	Character	
Address line 4	Character	
Post code	Character	
Unique Property Reference Number (UPRN)	Character	This field should significantly improve address matching, provide if available.
Date of birth	Date	
Home telephone number	Character	
Mobile telephone number	Character	
Email address	Character	
Passport number	Character	
Date started	Date	
Date left	Date	Included as an independent check that only current employees are included.
Leaver indicator	Character	Included as an independent check that only current employees are included.
National insurance number	Character	
Agency worker/Contractor	Character	New - Insert 'A' to denote an individual that is employed via a recruitment agency.
Agency name	Character	New - Include the name of the agency through which the individual is employed.
Full-time/part-time flag	Character	Insert 'F' for full time (employed for more than 30 hours per week), 'P' for part time (less than 30 hours a week) or 'C' for casual/as and when employees.
Gross pay to date	Numeric	This should be gross pay to date, NOT taxable pay to date, for the 2024-25 financial year, at the date of extract (i.e. 1st April 2024 to 30th September 2024). Do not submit a record if this field is zero.
Standard hours per week	Numeric	e.g. 16 hours as 1600 and 17 hours and 30 minutes as 1750
Date last paid	Date	
Teacher flag	Character	Insert 'T' for a teacher. Leave blank if not applicable but do not omit this field.
Sort code	Character	6 numeric characters in groups of 2 which may be separated by hyphens, e.g. 20-45-23.
Bank account	Character	Usually 8 numeric characters.
Building society roll number	Character	Building societies have a roll number or reference, which indicates the individual account to which payments are disbursed, after being paid into a single holding account.

Pensions (including occupational pensions, pension gratuities and deferred pensions)

Pensions data will be submitted by the six pension paying authorities - see footnote 1 at page 11 of these Instructions.

Requirements:

- Data submitted should meet this data specification, i.e. include all field names.

- Where data is being submitted for pension widow(er) or dependent(s) then you should ensure the widow(er) or dependent(s) name, date of birth and National Insurance Number is submitted and not that of the original pensioner.

- To ensure that the submission of data using the DFU facility is as straightforward as possible, data should now be uploaded in three separate files:

  1 Current pensioners, i.e. those currently in receipt of a pension;

  2 **If applicable** -Pensioners currently in receipt of a pension gratuity; and

  3 **Optional-** Deferred pensioners not currently in payment. Please note any pensions currently in payment should be included in 'Current pensioners' file.

Field name	Data format	Comments	Fields required		
			1	**2**	**3**
Employee reference number	Character		✓	✓	✓
Employee post number	Character	Leave blank if not applicable, but do not omit this field	✓	✓	✓
Title	Character		✓	✓	✓
Gender	Character		✓	✓	✓
Surname	Character		✓	✓	✓
Forename(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate Middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred.	✓	✓	✓
Middle name(s) or middle initial(s)	Character		✓	✓	✓
Address line 1	Character		✓	✓	✓
Address line 2	Character		✓	✓	✓
Address line 3	Character		✓	✓	✓
Address line 4	Character		✓	✓	✓
Post code	Character		✓	✓	✓
Unique Property Reference Number (UPRN)	Character		✓	✓	✓
Date of birth	Date		✓	✓	✓
Date started pension	Date		✓	✓	✓
Date employment ended	Date	Included as an independent check that only pensioners are	✓	✓	✓

Field name	Data format	Comments	Fields required		
			1	**2**	**3**
Leaver indicator	Character	included.	✓	✓	✓
Pensioner's widow(er) or dependent(s) indicator	Character	Enter 'W' for pension widow(er)s or 'D' for dependent and ensure the widow(er) or dependent(s) name, DOB and NI Number is submitted, rather that of the original pensioner.	✓	✓	
National insurance number	Character		✓	✓	✓
Gross pension to date	Numeric	This should be gross pension to date, <u>NOT</u> taxable pension to date. Do not submit a record if this field is zero.	✓	✓	
Date last paid	Date		✓	✓	
Injury pension flag	Character	**Police and Fire pensions only.** Include a 'Y' in this field if the pensioner is in receipt of an enhanced pension due to injuries suffered at work.	✓		
Ill health retirement flag	Character	Include a 'Y' in this field if the pensioner retired on ill health grounds. This will assist with pension abatement matches.	✓		
Pension abatement flag	Character	Include a 'Y' in this field if pension is being reduced due to abatement rules or if pension abatement rules are not applicable. Please note -Records marked with a 'Y' will be excluded from matching on the basis that you perceive there to be no fraud risk.	✓		

Trade creditors standing data

To find out who should provide trade creditors standing data, please refer to Table 1 at page 11 of these Instructions.

Requirements:

- Data submitted should meet this data specification, i.e. include all field names.

- There are 4 additional fields included below that are optional as we will be working with participants to determine the usefulness either for matching or displaying in subsequent reports.

- Standing data should be current at the date of extraction (30 September 2024) and should exclude dormant or suspended creditors.

Field name	Data format	Comments
Creditor reference	Character	This is the unique identifier for an individual creditor. This can be in the form of a numeric or alpha numeric string.
Site ID	Character	If Creditors have more than one address, there should be a different record for each, but separately identifiable via this **Site ID** [1]
Creditor name	Character	
Company Registration Number (CRN)	Character	**New field**: This will be either 8 numeric characters or 2 letters and 6 numeric characters. **Leave the field blank if you do not record this.**
Address 1	Character	If the address is held in a single field, use the Address 1 field.
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	This field should significantly improve address matching.
Telephone number	Character	This may or may not have the area/STD code. It should be output as a character field so the leading zeros are not lost.
Bank sort code	Character	6 numeric characters in groups of 2 which may be separated by hyphens, e.g., 20-45-23.
Bank account number	Character	Usually 8 numeric characters.
Building Society Roll number or reference	Character	Building societies have a roll number or reference, which indicates the individual account to which payments are disbursed, after being paid into a single holding account. This should be blank for normal bank accounts.

Field name	Data format	Comments
Creditor type[2]	Character	For example, '0 = trade creditor, 1 = benefits, 2 = payroll, 3 = factor, 4 = grants, 5 = temporary/one-off, etc. Then provide a key to the codes used. If this type of identifier is not available from the system it would be to your advantage to populate this field to enable you to filter the output more easily and focus resources on what you may deem to be the most worthwhile matches.
The fields below are optional. They have been suggested as an additional aid to filtering the matches. The usefulness of these fields will be reviewed prior to the next exercise.		
General ledger Code	Character	Optional
VAT registration Number	Character	Optional
Credit Note	Character	Optional, insert Y or N
Prepayment	Character	Optional, insert Y or N

[1] If a Site ID is provided in the standing data file, it should also be included on the payments history file so that there is a unique linking field between the two datasets. This will make it possible to establish cumulative payments to individual trade creditor sites (which are attached to the standing data) and to attach the trade creditor names to each transaction on the payments history file.

[2] This field only needs to be populated if you are unable to provide just trade creditors data i.e. the submission includes other types of creditors.

Trade creditor payments history data

To find out who should supply trade creditor payments history data, please refer to Table 1 at page 11 of these Instructions.

Requirements:

- Data submitted should meet this data specification, i.e. include all field names.

- There are 3 additional fields included below that are optional as we will be working with participants to determine the usefulness either for matching or displaying in subsequent reports.

- Trade creditor's payments history data should cover at least the last three financial years, 1 October 2021 to 30 September 2024 (or to the date of extract). Where there has been a recent change in your creditors system then, as a minimum, payments history data from 1 April 2024 to date of extract can be accepted.

Field	Data format	Comments
Creditor reference	Character	This is the same reference as shown in the standing data specification. See note below[1] regarding inclusion of a Site ID.
Site ID	Character	If trade creditors can have more than one address, these should be separately identifiable via the Site ID [1].
Company Registration Number (CRN)	Character	This will be either 8 numeric characters or 2 letters and 6 numeric characters. **Leave the field blank if you do not record this.**
Suppliers invoice number	Character	This should be the reference shown on the supplier's invoice – usually a number but may have alpha prefixes or suffixes.
Internal/system invoice number	Character	Most systems generate a unique, sequential transaction number so all invoices, credit notes, payments, etc. can be separately identifiable.
Invoice date	Date	This should be the date on the invoice, but could be the date of input if the invoice date is not available.
Payment date	Date	If the invoice has not been paid then leave blank. **In those cases, if your system displays a default date in this field and therefore you can't leave it blank, please tell us what the default date is.**
Total invoice amount	Numeric	The 'total invoice amount' is **inclusive of VAT, less any discount.** However, some systems hold VAT exclusive amounts, with the VAT figure held separately. In this case these figures should be **added together** to produce the 'total invoice amount'.

Field	Data format	Comments
VAT amount	Numeric	This should be separately identifiable for each invoice but could be nil if an invoice is zero rated, exempt or outside the scope of VAT.
Method of payment	Character	E.g. BACS, cheque, cash, payable order etc. If codes are used, a 'key' to the codes should be sent with the data submission.
Payment reference number	Character	This field should contain the cheque, payable order (PO) or BACS reference number by which the invoice was paid. This means that invoices that have been paid together would have the same cheque/PO/BACS number.
Remarks	Character	This field can be used as a free text field to include information that may assist you when investigating matches.
The fields below are optional. They have been suggested as an additional aid to filtering the matches. The usefulness of these fields will be reviewed prior to the next exercise.		
General ledger Code	Character	Optional
Credit Note	Character	Optional, insert Y or N
Prepayment	Character	Optional, insert Y or N

[1] If a Site ID is provided in the payments history data file, it should also be included on the standing data file so that there is a unique linking field between the two datasets. This will make it possible to (a) establish cumulative payments to individual trade creditor sites (as detailed in the standing data) and (b) to attach the trade creditor names to each transaction on the payments history file.

Housing Benefit

Housing benefit data will only be submitted by the Northern Ireland Housing Executive.

Requirements:

- Please only supply data for those currently in receipt of housing benefit

- Ensure that there is only a single record for each reference number

Field	Data format	Comments
Authority	Character	If applicable. This field is required if the results are to be distributed back to individual housing benefit paying body
Housing benefit claim reference number	Character	
National Insurance number	Character	
Title	Character	
Surname	Character	
Forename 1	Character	
Forename 2 (middle name)	Character	
Date of birth	Character	
Sex	Character	
Type of tenancy	Character	
Address line 1	Character	
Address line 2	Character	
Address line 3	Character	
Address line 4	Character	
Postcode	Character	
Unique Property Reference Number (UPRN)	Character	This field has been included within the data specification to significantly improve address matching.
Income support indicator	Character	
Second adult rebate flag	Character	
Current claim start date	Date	
Bank sort code	Character	
Building society roll number	Character	
Bank account number	Character	
Weekly rate of housing benefit	Character	
Date last paid	Date	
Child tax credit income	Numeric	
Rent income	Numeric	
Income from earnings	Numeric	
Pensions credit savings credit amount	Numeric	
Maintenance	Numeric	

Field	Data format	Comments
Occupational pension	Numeric	
Total claimants capital declared	Numeric	
Working tax credit income	Numeric	
Incapacity benefit	Numeric	
One parent benefit flag	Character	
Student indicator flag	Character	
Disability living allowance flag	Character	
Claimant's pension credit guarantee credit flag	Character	
Claimants job seekers allowance flag	Character	

Housing Tenants

Housing tenants' data will be provided by the Northern Ireland Housing Executive and housing associations.

Requirements:

- Data submitted should meet this data specification, i.e. include all field names.

- Data should only be provided in relation to residential properties. **Do not** submit data for garages, sheds etc.

- Data should be provided for all named tenants i.e. first named tenants, joint tenants or other tenants. Do not provide data for dependants.

- In order to ensure that the submission of data using the new DFU facility is as straightforward as possible, data should be uploaded in two separate files:

    1 **Current named tenants**, including those where a right to buy purchase is in progress; and

    2 Former tenants who completed a **right to buy** application between 1 April 2021 to the date of extract (30 September 2024) or, as a minimum, 1 April 2024 to date of extract.

Field name	Data format	Comments	Fields required	
			1	**2**
Tenant status flag[1]	Character	Insert a flag to indicate whether the tenant is first named tenant or other. 'F' for first named or joint tenant 'O' for 2nd, 3rd, etc. named tenant.	✓	✓
Surname	Character		✓	✓
Forename(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate Middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred.	✓	✓
Middle name(s) or middle initial(s)	Character		✓	✓
Address line 1	Character	Where the address is a permanent address.	✓	✓
Address line 2	Character		✓	✓
Address line 3	Character		✓	✓
Address line 4	Character		✓	✓
Post code	Character		✓	✓
Unique Property Reference Number (UPRN)	Character	If this field is captured.	✓	✓
Home telephone number[1]	Character	See note[1] below	✓	✓
Mobile telephone number[1]	Character		✓	✓

Field name	Data format	Comments	Fields required	
Email address[1]	Character		✓	✓
Date of birth	Date		✓	✓
National Insurance Number	Character		✓	✓
Number living permanently at address	Numeric		✓	
Tenant/account reference	Character	This uniquely identifies the person.	✓	✓
Housing benefit reference	Character	Include the housing benefit reference if applicable.	✓	✓
Right to buy flag	Character	Insert 'I' in this field to identify where a purchase is in progress (current tenant) under right to buy, or a 'C' where the purchase is complete (former tenant).	✓	✓
Right to buy application stage	Numeric	Revised: Insert stage 1 to 4 in line with NIHE guidance on stages of a RTB application - https://www.nihe.gov.uk/Documents/Landlord/house-sales-a-tenants-guide.aspx?ext. (see page 6 of NIHE guide) RTB stage is not used in matching; it is returned as part of the match to allow sorting/filtering.	✓	✓
Tenancy start date	Date		✓	
Tenancy end date	Date	Included as an independent check that only current tenants are included.	✓	✓
Right to buy completion date	Date			✓
Number of bedrooms	Numeric	**NEW - Include this data, if it is captured, to assist with your match prioritisation.**	✓	
Amount of Right to Buy discount awarded	Numeric			✓

[1] These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review. If you do not hold this information, leave these fields blank.

Housing waiting list

The social housing waiting list will be submitted by the Northern Ireland Housing Executive.

Requirements:

- Data submitted should meet this data specification, i.e. include all field names.

- Data should only be provided in relation to residential properties. Do not submit data for garages, sheds, etc.

- Data should be provided for all named applicants who are either actively bidding or are eligible to bid for properties, as they have been judged higher priority. This will result in you only receiving matches relating to these higher risk individuals.

Field name	Data format	Comments
Waiting list reference	Character	This uniquely identifies the person or the application if there is more than one named applicant.
Surname	Character	
Forename(s)	Character	
Address line 1	Character	
Address line 2	Character	
Address line 3	Character	
Address line 4	Character	
Post code	Character	
Unique Property Reference Number (UPRN)	Character	Provide if held
Date of birth	Date	
National Insurance Number (NINO)	Character	Provide if held
Housing benefit reference	Character	Include the housing benefit reference if available
Application start date	Date	Date application was made
Application end date	Date	Included as an independent check that only current waiting list applicants are included. [1]

[1] If it is not possible to extract a subset of data from your housing waiting list then please upload the data for all named applicants.

Private supported care home residents

Private supported care home residents' data will be provided by the health and social care trusts as listed in Table 1 at page 11 of these Instructions.

Requirements:

- Data submitted should meet this data specification, i.e. include all field names.

- Data should relate to <u>current</u> care home residents <u>only where the Trust is paying for all or part of the care.</u>

Field name	Data format	Comments
Case reference	Character	
Title	Character	
Surname	Character	
Forename(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate Middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred.
Middle name(s) or middle initial(s)	Character	
Current address line 1	Character	This should be the care home address.
Current address line 2	Character	
Current address line 3	Character	
Current address line 4	Character	
Current address postcode	Character	
Date of admission	Date	
Previous address line 1	Character	The address from which the person moved, to enter care.
Previous address line 2	Character	
Previous address line 3	Character	
Previous address line 4	Character	
Previous address postcode	Character	
Date of birth	Date	Better quality matches will be achieved by submitting this data.
National insurance number	Character	
Weekly cost of care	Numeric	Provide the amount the individual receives for care costs per week. This is to enable the Public Sector Fraud Authority to more accurately estimate the value of fraud or error prevented.

Transport passes and permits (blue badges and concessionary travel) – Adult data only

Transport passes and permits data will be provided by the Department for Infrastructure and Translink.

Requirements:

- Data submitted should meet this data specification, i.e. include all field names.

- Please note, blue badge data should be uploaded from your local system, the Blue Badge Improvement Service (BBIS) system or both as applicable.

- Data should be uploaded in two separate files:

    o current adult holders of a blue badge (BB) (including local schemes); and

    o current adult holders of a concessionary travel pass (CTP).

Field name	Data format	Comments	Fields required	
			BB	**CTP**
Reference number	Character	This should be the internal reference number	✓	✓
Pass/Permit number	Character	This should be the actual blue badge or travel pass reference number	✓	✓
Title	Character		✓	✓
Surname	Character		✓	✓
Forename(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate Middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred.	✓	✓
Middle name(s) or middle initial(s)	Character		✓	✓
Address 1	Character		✓	✓
Address 2	Character		✓	✓
Address 3	Character		✓	✓
Address 4	Character		✓	✓
Postcode	Character		✓	✓
Unique Property Reference Number (UPRN)	Character		✓	✓
Date of birth	Date		✓	✓

Field name	Data format	Comments	Fields required	
			BB	CTP
National insurance number	Character	It is important to provide this field where available, in order to improve the quality of the data matching.	✓	✓
Home telephone number[2]	Character	See note [2] below.	✓	✓
Mobile telephone number[2]	Character		✓	✓
Email address[2]	Character		✓	✓
Permit start date	Date		✓	✓
Permit expiry date	Date		✓	✓
Permit type flag[1]	Character	Insert 'B' in this field to indicate if the data relates to a blue badge, and 'F' for Freedom/concessionary travel passes.	✓	✓
Date last used	Date	This field is optional, its inclusion may help with follow-up.		✓

[1] This field only needs to be populated if you are unable to submit data in two separate files.

[2] These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review. If you do not hold this information, leave these fields blank.

Licences[1] - Taxi Drivers

Taxi licences data will be provided by the Department for Infrastructure.

Requirements:

- Data should only be submitted for current holders of a taxi driver licence.

Field name	Data format	Comments
Reference number	Character	This should uniquely identify the individual, i.e. the licence number
Title	Character	
Surname	Character	
Forename(s)	Character	Please ensure you capture any middle name(s) or initials(s). You can provide this in a separate Middle name(s) or middle initial(s) field or in the 'Forename(s)' cell if preferred.
Middle name(s) or middle initial(s)	Character	
Address line 1	Character	
Address line 2	Character	
Address line 3	Character	
Address line 4	Character	
Post code	Character	
Unique Property Reference Number (UPRN)	Character	
Date of birth	Date	
Home telephone number[2]	Character	See note 2 below.
Mobile telephone number[2]	Character	
Email address[2]	Character	
National insurance number	Character	
Licence start date	Date	
Licence expiry date	Date	

[1] This data will primarily be matched to identify undeclared income and recourse to public funds.

[2] These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review. If you do not hold this information, leave these fields blank.

Licences[1] - Taxi Drivers

Rates

Rates data will be provided by the Department of Finance (DoF).

Requirements:
- Data submitted should meet this data specification i.e. include all field names.

Field	Data Format	Comments
Property Type	Character	Enter D for Domestic Enter M for Mixed
Occupancy ID	Numeric	Unique ID for occupancy (ratepayer, property, start & end dates)
Prop ID	Numeric	Unique ID for property as supplied by LPS
Unique Property Reference Number (UPRN)	Character	This field has been included within the data specification to significantly improve address matching.
First Name	Character	DoF cannot split the name between first/middle/surname. The NFI data centre is content that first, middle and surname are provided in one field.
Middle Name(s) or initial(s)	Character	
Surname	Character	
Occupancy Start Date	Character	Date occupancy started. Date format DD/MM/YYYY
Sub Building Name	Character	
Building Name	Character	
Building Number	Character	
Street	Character	
Town	Character	
County	Character	
Postcode	Character	
District council	Character	
Ward	Character	
Vacancy indicator flag	Character	"Y" to indicate vacant property

Lone Pensioner Allowance (LPA)

Lone Pensioner Allowance data will be provided by the Department of Finance.

Requirements:
- Data submitted should meet this data specification i.e. include all field names.

Field	Data Format	Comments
Property Type	Character	Enter D for Domestic Enter M for Mixed
Occupancy ID	Numeric	Unique ID for occupancy (ratepayer, property, start & end dates)
Prop ID	Numeric	Unique ID for property as supplied by LPS
Unique Property Reference Number (UPRN)	Character	This field has been included within the data specification to significantly improve address matching.
First Name	Character	DoF cannot split the name between first/middle/surname. The NFI data centre is content that first, middle and surname are provided in one field.
Middle Name	Character	
Surname	Character	
Gender	Character	Male/Female
National Insurance Number (NINO)	Character	
Date of Birth (DOB)	Date	
LPA Start Date	Character	Date LPA Award started. Date format DD/MM/YYYY
LPA End Date	Character	Date LPA Award ended. Date format DD/MM/YYYY
Sub Building Name	Character	
Building Name	Character	
Building Number	Character	
Street	Character	
Town	Character	
County	Character	
Postcode	Character	
District council	Character	
Ward	Character	

State Pension

State Pension data will be provided by the Department for Communities.

Requirements:
- This data will be matched with Lone Pensioner Allowance.
- Please only supply data for those in receipt of State Pension at the date of data upload.

Field	Data Format	Comments
National Insurance Number	Character	Unique identifier to associate results with the particular claim records.
Surname	Character	
Forename 1	Character	
Forename 2 (middle name)	Character	
Address line 1	Character	
Address line 2	Character	
Address line 3	Character	
Address line 4	Character	
Postcode	Character	
Date of Birth	Character	
Unique Property Reference Number (UPRN)	Character	To improve address matching. Provide if held, otherwise leave field blank.

Electoral Register

Electoral register data will be submitted by the Department of Finance following purchase of the register from the Electoral Office.

Requirements:

- This data should be the latest 'full version' of the latest Electoral register (not the commercially available 'edited version').

Field	Data format	Comments
Electoral Register reference number	Character	This should be unique
Unique Property Reference Number (UPRN) (if available)	Character	
Title	Character	
Surname	Character	
Forename	Character	
Middle name or middle initial	Character	
Address 1	Character	
Address 2	Character	
Address 3	Character	
Address 4	Character	
Postcode	Character	

Appendix 2 - Data upload instructions

Given that good quality data is needed to produce good quality matches, the Public Sector Fraud Authority (PSFA) has devised some **pre-submission data quality checks** (available on its website at https://www.gov.uk/guidance/uploading-data-to-national-fraud-initiative). These should help minimise the risk of the data having to be re-submitted, which typically can cause a delay of more than a week and can result in unnecessary increases in upload costs for participating bodies. We recommend that, as well as carrying out these checks, the NFI Key Contact ensures that:

- a data download contact is nominated (i.e., the person who extracts the data from your organisation's systems). This should be the person with the most knowledge of the system in question;

- the data is extracted and submitted (uploaded) by the required deadline (see Table 2 at paragraph 29);

- the data is readable and complete. All the data fields requested may not be available from a single system but contained within a second or third system. If so, they should be brought across to complete the data submission;

- the record layout is consistent with the data specification;

- a 'look up' table is provided that describes the codes used in fields, whether system or manually generated (e.g. type of creditor);

- in accordance with data protection protocols, the data should be **password protected** at the earliest opportunity - see guidance on Public Sector Fraud Authority website at:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/757053/2018-10-05-Password-Protecting-Data-1.pdf

- copies of any intermediate files are retained so that the data may be re-supplied if it proves unreadable;

If you require any further guidance on extracting, downloading or submitting data contact the NFI Data Centre via email (helpdesk@nfi.gov.uk) or call 0845 345 8019.

Appendix 3 - Data format

Data should be formatted as ASCII, i.e. text. You can use fixed length or character delimited records (e.g. CSV files), where each field is separated by a specific character. If you are supplying a delimited file, the delimiter should not be in the data unless fields are encapsulated with text qualifiers (usually quotation marks). Likewise, the text qualifier should not be in the data. A good choice for a delimiter, instead of the conventional comma, is a pipe (also known as a vertical bar) or a tilde.

Using Excel

There are a number of risks associated with exporting data into Excel from the host system. Although NFI accepts Excel files, we recommend that you carry out basic pre-submission data quality checks (referred to in Appendix 2) to ensure that the following formatting issues do not affect the quality of the data submitted.

Common issues using Excel include:

- Numeric strings of 16 digits or more are treated as numbers by default and only the first 15 significant figures are stored.

- Leading zeros are removed from numeric strings, e.g. when typing "01062007" into a cell. This is a very common problem which can affect dates, invoice numbers, bank details etc.

- Excel automatically transforms some numbers into dates. This causes problems with bank sort codes using hyphens (e.g. "21-11-97") and house numbers if they are supplied in a different column to the street name (e.g. "05-07").

- Most versions of Excel have a maximum number of rows that can be stored on a spreadsheet (1,048,576 in most recent versions). If the number of rows is exceeded, the data will be cut off when the file is saved, resulting in a loss of records.

Checking your data is readable

For Excel submissions, you can check this by opening the data file. Close the file without saving it, as Excel may truncate the data if it exceeds the maximum number of rows for that version of the software. For text file submissions, you can check the data by opening the file in a text editor (e.g. Notepad) but again, close the file without saving.

Date fields

For date fields, NFI prefers ddmmyyyy but ddmmyy is also acceptable. If a date separator is used, it should be either a forward slash (/) or a hyphen (-). Other date formats are also acceptable: dd-mmm-yyyy (01-JAN-2022); dd month yyyy (01 January 2022); dd/mm/yyyy hh:mm:ss (01/01/2022 10:14:36); etc.

Monetary fields

Monetary amounts can be supplied with or without a £ sign but must be in the same format throughout the file. Formats must not be mixed. Preferably the amount should be in pounds and pence (e.g. £123.45), but the NFI can accept amounts that are all in pence if that is the way data is held (this should be added as a note to the processor when uploading the data).

If monetary values cannot be supplied, leave the field blank. Please do not insert a zero.

Character fields

If a field type is alpha numeric (neither a date nor a number), this is referred to as a 'character' field for the purposes of this exercise. Fields such as 'VAT registration number' and 'suppliers invoice number' (which can often be a combination of letters and numbers) are character fields.

Blank fields

Blank fields should be space filled for fixed-length records. For CSV records, the blank field must still be represented by a delimiter.

File Extensions

Data should be password protected at the earliest opportunity after extraction (see page 40 above). Standard encryption or compression software usually produces a file with a .zip, .7z or .rar extension.

The following is a list of acceptable extensions for the file types of data extracted from the host system:

.csv, .xls, .txt, .xlsx, .doc, .ASC, .dat, .TSV, .lis, .xlsm, .ttx, .docx, .lst, .chr, .mdb, .EXT, .out

This list is not exhaustive so if your file data has an extension that is not on the above list, please check with the NFI helpdesk (helpdesk@nfi.gov.uk).

Appendix 4 – Participants in NFI 2024-25

Mandatory Participants	
Northern Ireland Departments	
Department of Agriculture, Environment and Rural Affairs	Northern Regional College
Department for Communities	North West Regional College
Department for the Economy	Probation Board for Northern Ireland
Department of Education	South Eastern Regional College
Department of Finance	Southern Regional College
Department of Health	South West College
Department for Infrastructure	Sport Northern Ireland
Department of Justice	Stranmillis University College
The Executive Office	Strategic Investment Board
Public Prosecution Service (non-ministerial)	Tourism NI
	Ulster Supported Employment Ltd
Executive Agencies	
Driver and Vehicle Agency	***Health Service Bodies***
Forensic Science NI	Belfast Health and Social Care Trust
Forest Service	Business Services Organisation
Labour Relations Agency	Strategic Planning and Performance Group
Legal Services Agency NI	NI Ambulance Service Trust
NI Courts and Tribunals Service	NI Social Care Council
NI Environment Agency	Northern Health and Social Care Trust
Childrens Court Guardian Agency for NI	Northern Ireland Blood Transfusion Service
NI Medical and Dental Training Agency	Regulation and Quality Improvement Authority
NI Statistics and Research Agency	South Eastern Health and Social Care Trust
Public Health Agency	Southern Health and Social Care Trust
Youth Justice Agency	Western Health and Social Care Trust
Other central government bodies	***Local Government Bodies***
Agri-food and Biosciences Institute	Antrim and Newtownabbey Borough Council
Arts Council of Northern Ireland	Ards and North Down Borough Council
Belfast Metropolitan College	Armagh City, Banbridge and Craigavon Borough Council
Commissioner for Children and Young People NI	Belfast City Council
Community Relations Council	Causeway Coast and Glens District Council
Construction Industry Training Board	Derry City and Strabane District Council
Council for Catholic Maintained Schools	Fermanagh and Omagh District Council
Education Authority	Lisburn and Castlereagh City Council
Equality Commission NI	Mid and East Antrim Borough Council
General Consumer Council	Mid Ulster District Council
Health and Safety Executive NI	Newry, Mourne and Down District Council
Invest Northern Ireland	Arc 21
Libraries NI	
Livestock and Meat Commission	***Voluntary Participants***
National Museums Northern Ireland	Northern Ireland Audit Office
NI Authority for Utility Regulation	Northern Ireland Water
NI Council for the Curriculum, Examinations and Assessment	Translink
NI Local Government Officers' Superannuation Committee	Victims and Survivors Service
Northern Ireland Assembly	
Northern Ireland Civil Service Pensions	
Northern Ireland Fire and Rescue Service	