**Essential Update January 2020 Part 2 –** **Annex U: Staff list and Annex V: Partner List**

As you will be aware, in October 2019 we released two new annexes. These are standardised templates for project Staff Lists (Annex U) and Partner Lists (Annex V). For the **Q1:2020 submissions** due in April 2020 we have made some updates to these documents, released as version 3.0 of each. These updates are now available on our [website](https://www.tnlcommunityfund.org.uk/funding/programmes/building-better-opportunities/guide-to-delivering-european-funding).

**Staff list (Annex U)**

The Managing Authority’s [Action Note 41/19](https://www.gov.uk/government/publications/esf-action-notes-2014-to-2020-programme) on 13 November 2019 made it apparent that 1720 hourly rates need to be more clearly documented, as well as when changes have been authorised. The content of the Action Note aligns with the approach to hourly rates which we outlined in our [January 2019 Essential Update](https://bigmail.org.uk/t/3V8D-IEHA-EA15KZF03F/cr.aspx) and [subsequent guidance](https://www.tnlcommunityfund.org.uk/media/documents/building-better-opportunities/guidance/section8/Hourly-rate-guidance-v2.pdf?mtime=20190614122001).

To improve the clarity of the 1720 records we hold, we have added two additional columns to the staff list (Annex U): ‘Hourly rate’ and ‘Date last change to hourly rate or fixed percentage was authorised’.

Therefore, from Q1:2020 submissions onwards, you must include on the staff list the most recently calculated hourly rate and when the Project Change Form (Annex D) showing this change was approved by your funding officer. We will use the same approach to show when the use of Fixed Percentage has been authorised, the date that the Annex D was approved to switch methodology must be shown in the staff list.

As set out in our [Hourly Rate Guidance](https://www.tnlcommunityfund.org.uk/media/documents/building-better-opportunities/guidance/section8/Hourly-rate-guidance-v2.pdf?mtime=20190614122001) and our [Essential Update](https://www.tnlcommunityfund.org.uk/media/documents/building-better-opportunities/guidance/Essential%20updates/Essential-update-September-2019.docx?mtime=20191016122529) on the Fixed Percentage methodology we will continue to approve/reject a change to the hourly rate or use of a fixed percentage, but will only review associated evidence and calculations if selected within a claim sample.

As a result of the feedback we have received from version 1.0, we have also removed some of the formatting to allow for more free text to be included. Additional guidance notes have also been included.

**Partner list (Annex V)**

We have included an additional column in the Partner list (Annex V) for you to record whether any of the VAT on goods or services paid for with the grant can be reclaimed by the partner. This aligns the annex with Section Eight of the Guide to Delivering European Funding and acknowledges that whilst a partner may be VAT registered, they may not be able to reclaim VAT in relation to BBO expenditure.

Additional formatting has been added to the ‘if VAT registered’ column to prompt you to complete all necessary fields.

**Transferring between versions**

Please use the ‘paste values’ option, if you are copying and pasting between different versions of this form. Please note that version 2.0 of both Annex U and V were not released, therefore you will be transferring directly from version 1.0 to 3.0.