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**Essential Update March 2019 - Annex Updates**

As part of our continued work to update the annexes and Guide to Delivering European Funding, an updated **Annex L: Participant monitoring spreadsheet** (version 10) and **Annex A: Your payment schedule** (version 9) are now available on our website. You will need to use these submit your **Q1 2019 claim** due by 14 April 2019.

**Annex L**

The changes that you will find in **Annex L** (version 10) are as follows:

* Updated branding.
* The number of participants that can be included has been increased from 3,500 to 7,000 records.
* It allows project delivery beyond 2020.
* A formula has been corrected in the summary table so that the London sustained employment results are broken down on a quarterly basis.
* N/A can now be entered manually for length of time unemployed on exit.
* An additional validation has been added to show records where the ‘share contact details with the DWP’ field is not either ‘Yes’ or ‘No’.
* An additional validation has been added to show records that include brackets in the ‘Forename’ and ‘Surname’ fields. This will prevent notes such as “(previously known as Smith) being included.

**Annex A**

Although **Annex A** (version 9) is available on the website your funding officer will be prefilling this for you based on your final Q4 2018 data and transferring this to you via the OneDrive. The changes are as follows:

* Updated branding.
* Additional years have been added.
* An extra worksheet for **Self-Declared Adjustments and Irregularities** has been added. Instructions will be issued at a later date about using this feature of annex A. **For now,** **please do not complete this worksheet**.

**Annex E**

Many of you will also be aware that we are producing a new version of **Annex E: Target and outcome schedule**.  We are currently trialling this with a few grant holders and will be available shortly. It will be sent to you individually, pre-filled by your funding officer. Due to the bespoke nature of the new Annex E, this will no longer be available on our website.

Thank you for bearing with us as we make these updates to programme documentation.