

**Adroddiad i'r Grwp Rheolaeth Prosiect  
Report to Project Management Group**

**Martin Locock**

**1. Meetings attended**

Archives Hub celebration: 16/7/03

Project Management Group: 21/7/03

**2. Staff**

Following the Project Board meeting, it was decided that the Cardiff Project Officer post should be formally advertised in *ARC Recruitment*, with a closing date of 20/08/03, in addition to circulation of the Project Partners. The advertisement appeared on 25/07/03, and has generated a total of 10 requests for application forms, from throughout the UK. Interviews will take place in late August or early September.

The team has received training in the creation of LCSH subject headings.

**3. FLD creation**

The team had completed the NLW record creation (931 descriptions); 684 have been checked (73%). All have physical extents recorded where possible. The data has been passed to NLW Archival Data section for checking as the repository; after this checking, access points will be created.

The target for Anglesey was 150 fonds; 169 have been created, and are awaiting checking by the Project Manager before being sent to the repository.

The 248 records previously created for non-NLW partners by the HMC Family and Estates Project have been checked. Access points will be created prior to the launch.

**4. Software**

The authority input tables are complete. Place-name and corporate name forms have been tested, and personal names is awaiting test. The system is operational for data entry for all types apart from subject headings.

Mapping of EAD to ANW has started, to allow uploading of Hub EAD records; in the meantime, individual example records will be copied manually from the Hub for the launch. Transfer of the NLW records from CAIRS has been postponed until LCSH access points have been created for them.

| <i>Dataset</i>                   | <i>Format</i> | <i>Timescale</i>                  | <i>No. records</i>            |
|----------------------------------|---------------|-----------------------------------|-------------------------------|
| HMC Family and Estates (non NLW) | Access        | <b>Completed</b>                  | 160 ( <b>248</b> )            |
| HE Hub                           | EAD           | August 2003<br><b>(postponed)</b> | 1,548 ( <b>20 by launch</b> ) |
| NLW HMC                          | CAIRS         | July 2003<br><b>(postponed)</b>   | 190                           |
| NLW other                        | CAIRS         | July 2003<br><b>(postponed)</b>   | 186                           |
| Mine of information              | EAD           | August 2003<br><b>(postponed)</b> | 1,500                         |

## 5. Website

A task-list has been drawn up of website functionality required for the launch (browse, quick search, advanced search, index browsing). Some elements will go live after the launch, including the glossary. A mock-up of the search interface has been tested. In the public version, only records checked by the team and the repository will be visible.

Amendments to the AIM25-based text to assist users have been drawn up, and the Welsh version is being created.

Training and is being provided to allow the ANW team to edit the website directly.

## 6. Liaison with project partners

Example records will be circulated with the ANW guidelines at the launch.

Partners have provided logos for inclusion on the partners page of the website.

## 7. Logistics

NLW is continuing to provide a member of Computing staff dedicated to adapting the software for the project, and additional support from the section staff.

## 8. Outreach and publicity

The leaflet has been printed, and the display stands have been delivered. These will be distributed to the partners at the launch.

Further work has been undertaken in preparation for the launch.

## 9. Budget and finance

### Quarterly budget, July-September 2003 (Project Quarter no. 3)<sup>1</sup>

| No.                      | ELEMENT                | BUDG 2002 |       | 2003 |       |       |        |        |             |
|--------------------------|------------------------|-----------|-------|------|-------|-------|--------|--------|-------------|
|                          |                        | TOTAL     | Q04   | Q01  |       | Q02   |        | Q03    |             |
|                          |                        | P         | A     | P    | A     | P     | A      | P      | A           |
| <b>ANW CASH FLOW</b>     |                        |           |       |      |       |       |        |        |             |
| <b>EXPENDITURE</b>       |                        |           |       |      |       |       |        |        |             |
| 1                        | Project Manager        | 105641    | 0     | 0    | 8503  | 8045  | 8502   | 8502   | 8502        |
| 2                        | Project Officers 1-4   | 286776    | 0     | 0    | 23081 | 22657 | 23081  | 23081  | 23081       |
| 3                        | Project Officer 5      | 48613     | 0     | 0    | 0     | 0     | 0      | 0      | 338.4       |
| 4                        | Travel & Subsistence   | 8951      | 0     | 0    | 1269  | 624   | 0      | 180    | 471 96      |
| 5                        | Equipment              | 10464     | 8649  | 0    | 0     | 6333  | 0      | 0      | 1815        |
| 6                        | Software               | 1852      | 1763  | 0    | 0     | 0     | 0      | 0      | 89          |
| 7                        | System Development     | 12520     | 12520 | 0    | 0     | 0     | 0      | 0      | 11163       |
| 8                        | ICT Support            | 3750      | 0     | 0    | 313   | 0     | 312    | 0      | 313         |
| 9                        | Administrative Support | 3600      | 0     | 0    | 250   | 0     | 250    | 0      | 250         |
| 10                       | Training               | 6322      | 0     | 0    | 400   | 0     | 0      | 0      | 300         |
| 11                       | Publicity & Marketing  | 7500      | 0     | 0    | 0     | 0     | 0      | 0      | 3500 206.75 |
| <b>Expend for period</b> |                        | 495989    | 22932 | 0    | 33816 | 37659 | 32145  | 31763  | 38321       |
| <b>Cumulative expend</b> |                        |           | 22932 | 0    | 56748 | 37659 | 88893  | 69422  | 127214      |
| <b>INCOME</b>            |                        |           |       |      |       |       |        |        |             |
|                          | NLW                    | 100489    | 25000 | 0    | 0     | 9408  | 0      | 0      | 25000       |
|                          | Other partners         | 30000     | 0     | 0    | 0     | 500   | 10,000 | 13,336 | 0           |
|                          | HLF Grant (74%)        | 365500    | 16970 | 0    | 24271 | 27751 | 23973  | 23406  | 24605       |
| <b>Income for period</b> |                        | 495989    | 41970 | 0    | 24271 | 37659 | 33973  | 36742  | 49605       |
| <b>Cumulative income</b> |                        |           | 41970 | 0    | 66241 | 37659 | 100214 | 74401  | 149819      |
| <b>Balance</b>           |                        |           | 19038 |      | 9493  | 0     | 11321  | 4979   | 22605       |

ULCC has invoiced for the work on the AIM25 system.

A set of LCSH reference guides will be purchased as part of Administrative Support, and licences to use the online resource will be purchased under software.

The cost of advertising for PO5 has been covered by transferring from an underspend in PO1-4.

## 10. National meetings

I attended the Archives Hub celebratory event in Manchester on behalf of ANW, ACW and NLW. The Hub has just received a further three years funding from JISC, for system development and content creation; there are 13,000 records from 70

<sup>1</sup> P Projected in HLF bid; A actual invoiced expenditure

institutions. Current usage is 15,000 searches per month. There were presentations by Katie Norgrove on Linking Arms and the National Archives Network, and Dick Sargent on Authority Records (addressed at the perceived reluctance to use ISAAR(CPF), in contrast to ISAD(G) which has been readily accepted).

**11. Project Management Group and Project Board**

The next PMG will be on 22nd September in Aberystwyth.

The next Project Board will be on 14th November in Cardiff.