

1. Staff

The team commenced work on 6/1/03. It comprises Martin Locock, Project Manager, three full-time Project Officers (Seri Crawley, Annette Strauch, Rhys Jones) and two part-time Project Officers (Richard Burman, and, seconded by NLW, David Moore).

The team has had a wide range of training, including an intensive introduction to ISAD(G), induction to the NLW, Health and Safety, and the Investors in People scheme.

2. Data standards

A manual of guidance on data standards and the completion of ISAD(G), prepared in advance for the project by NLW, supplemented by feedback on specific issues identified in the checking.¹ The principal issue is the ISAD(G) principle that information should not be duplicated, so that it is important that data is supplied in the correct field; it also means that information appropriate to a file-level record should not appear at fonds-level.

For authority files, subject headings are Library of Congress Subject Headings; for personal names and placenames, AACRII will be followed.

3. FLD creation

A total of 166 descriptions were created and checked in January. Of these, 104 were generated by the new team over the course of three working weeks, (about 8.6 per person week).² Although some of these records have required alterations and additions, the provision of feedback on recurring issues, and the experience gained in

¹ This documentation will form the basis of guidance on use provided to Project Partners.

² The other records had been created by NLW staff following completion of the HMC/NLW Family and Estates Project.

dealing with all types of material (corporate records, politicians' papers, papers from living and recent artists), means that in terms of both quality and quantity progress is satisfactory.

4. Software

The main project software will be a MySQL package based on the AIM25 system, adapted to suit ANW (partly by UCL and partly by NLW). This system will hold all data in a single location, tagged to indicate whether it is to be web-accessible or not, with online forms used for adding and editing records.

While this software is being developed, the team has been using an MS Access analogue of the input screen to create records.

When the MySQL software is running, the Access data (and other existing data held in CAIRS format) will be transferred.

Access points are not being created at this stage, since it will be much simpler to create these on the MySQL system. Training in creating authority files has been arranged for February.

5. Website

There have been initial discussions with Sara Weale, NLW's webmaster, about possible formats, taking into account guidance on best practice in web design and the NANURG report on usability of the AIM25, A2A, SCAN and ARCHIVES HUB. The simplest solution to bilingual presentation is to run two domains in parallel. Registration of an appropriate Welsh domain name is currently being pursued.

A FAQ page has been drafted (currently being translated) to be

mounted in the near future so that ANW has a web presence. This will provide an opportunity for comments before the main search interface goes live in September.

The ANW logo (used for the bid document) will be used on the website. For simplicity, it would be convenient if ACW also had a logo; drafts are being prepared and should be available for the next ACW meeting.

6. Liaison with project partners

The project has set up a directory of the partner repositories and emails announcing the start of work have been sent out.

Documentation concerning the work process and the number of fonds to be covered has been prepared and will be mailed shortly.

Visits to repositories will start in early March.

7. Logistics

The office has been decorated and fully equipped. A small library of standard reference works has been provided by NLW, and there is sufficient storage for the groups of finding aids being worked on.

8. Outreach and publicity

Preliminary contact has been made with other National Archives Network projects, so that they will be able to include links to the ANW site as it progresses.

A short article has been added to the Archives Council Wales site, both in English:

<http://www.llgc.org.uk/cac/cac0071s.htm>

and Welsh:

<http://www.llgc.org.uk/cac/cac0071c.htm>

An article has been prepared for the magazine *Y Ddolen* (journal of the Chartered Institute of Library and Information Professionals Wales).

9. Budget and finance

The main costs of the project are salaries. There have been start-up costs for computer equipment and conversion of the AIM25 software. The costs are on budget.

There have been discussions with David Riggs (HLF monitor) and David Michael (NLW Finance Officer) to establish the procedure for claiming the HLF grant. The first claim will be submitted at the end of March covering start-up costs and first quarter salaries.

A timetable of payments from other bodies has been drawn up, for circulation shortly.