

### 1. Staff

The team has received intensive training in the creation of Authority Records in accordance with NACO practice.

### 2. Data standards

Following discussion at the Project Management Group meeting on 18/2/03, we have reviewed the question of NCA and AACR2 rules for authority records. In order to make the data as widely usable as possible, we are proposing to create records conforming to ISAAR CPF 2nd edition, with separate fields where the formats diverge.

A manual for Partners on creating the ISAD(G) records has been drafted, and will be finalised once the input screens for the ANW software have been designed.

### 3. FLD creation

A total of 137 descriptions were created and checked in February, (about 8.6 per person week). Progress is satisfactory.

Editorial checking of the records is running slightly behind the rate of creation, owing to other activities.

*ANW Project: responsibilities*

Project Archivist	Creates record
Project Manager	Validates record against technical standards
Repository Archivist	Checks factual content
Project Manager	Edits record and makes available for web access

A further batch, of records 40-100, has been passed to NLW Archival Data section for checking; the records will be amended when authority records are created.

### 4. Software

The software has been delivered by UCL and installed on the ANW server. Testing will follow in early March, with the intention of switching to it for data entry and editing by the end of March or so (depending on the amount of debugging and further customisation we require).

Work will then commence on migrating the various existing datasets into the system, and setting up the exchange procedures for inputting and outputting data in formats required by the Project Partners.

Once the ANW system is running, authority records for names and places will be created as part of the FLD process. Subject headings will be dealt with as a single exercise in order to maximise consistency.

### 5. Website

Design work has been completed, and the initial content has been prepared. The sites will go live shortly (announced by email).

A draft of the English version can be seen at <http://www.llgc.org.uk/prawf/anw/> The parallel Welsh text has been prepared, and following approval of the Project Board of the format the sites will be transferred to the ANW server and go live.

Work will then focus on the content of the searchable site, and the link between the database and the site.

**6. Liaison with project partners**

There has been a good deal of communication, concerning the timing of contributions to the ANW project and setting up visits by the Project Manager to the partners in March.

**7. Logistics**

The ANW team is receiving all necessary support from NLW.

**8. Outreach and publicity**

A short article will be prepared for the ARC newsletter.

**9. Budget and finance**

The project is running on budget. The HLF claim forms have been drawn up ready for the first application.

**10. National meetings**

The Project Manager attended a NANURG meeting in London, where the prototype Archives Network Gateway portal, developed as part of the A2A project, was demonstrated. A further meeting about common standards for UK archive networks will take place in March.