

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

Martin Locock

1. Staff

The team has been appraised and targets for next year set.

2. Data standards

Further work on data tables has been undertaken to assist in data exchange into MARC21- and NCA-compliant environments.

3. FLD creation

The creation of descriptions has continued to run slightly ahead of target, currently averaging 8.8 per person week. The Major Collections have been completed, and the team has moved on to the Minor Lists and Summaries.

There will be a pause in creation in June to tidy up the created NLW records, work on the Family and Estates records, and add physical extents.

4. Software

The data input screen is now working. Switching to the new system has been delayed until the authority record tables have been completed.

5. Website

The final content has been checked and the sites will go live shortly.

6. Liaison with project partners

Lists of NLW holdings of finding aids have been provided as part of the preparation of material to work from. Arrangements with Anglesey are well advanced, and there should be a smooth transition in July to commencement on their collections.

Almost all of the Project Partners have now been visited.

7. Logistics

NLW's Computing Section is currently working on final transfer of the web sites to their live locations and the authority tables for the software.

8. Outreach and publicity

Preliminary work on leaflet design has been undertaken, and examples will be tabled at the meeting.

Following discussion, a specification will be drawn up for discussion with NLW marketing staff.

9. Budget and finance

The first HLF grant application has been submitted and approved. The UCL software work has yet to be invoiced and has been carried over for a future claim.

Partner contributions have been invoiced on schedule; the invoices for the 2003-4 financial year will be issued shortly.

10. National meetings

Papers relating to the draft Interoperability protocol have been received. The next meeting of the working group is 4th June.

11. Project Board

The next Project Board meeting will be on 27th June, Aberaeron (tbc).