

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

Martin Locock

1. Meetings attended

Project Management Group: 20/5/03

ANW partner liaison meetings: 14/5/03 (NMGW), 15/5/03 (UWL), 20/5/03 (RCAHMW)

Archives Task Force: 19/5/03

UW Aber: to examine CALM interface and output options (21/5/03)

2. Staff

ANW is preparing to appoint PO5 in September 2003, as a two-year contract (interviewing in mid July). Since there was a sufficient pool of candidates currently working at Glamorgan RO, it was agreed external advertising was unnecessary. I am drawing up an agreement with GRO about responsibilities for personnel matters etc.

3. FLD creation

The target for NLW is 973 records. A total of 951 records have been created for NLW fonds by the team (a further 30 records had already been created by NLW staff). Of these, 492 have been checked and edited. None of the records have had physical extents recorded (work is now starting on this) and none have access points created. Taking this into account, the work is on schedule for completion at the end of June.

The 190 records created for the HMC Family and Estates Project will also need to have access points created and minor editing.

The team will be ready to move onto the records for Anglesey at the start of July as planned. NLW holds many Anglesey schedules in the Manuscript Reading Room, and Anglesey is currently preparing copies of the remainder. The target for Anglesey is 150 fonds (of 210 Anglesey fonds in total).

4. Software

The authority record tables have been amended in order to accommodate variations in preferred word order and content for records following AACR2 (library/book domain) and NCA (archive domain) formats. It is likely that further minor alterations will be needed in the course of the project. Having initially altered the scripts manually, NLW's Computer Section decided it would be quicker to create a routine to generate

the scripts. The routine has been completed and generation of scripts is nearing completion (full system ready for 13/6/03).

Work has started on incorporating other datasets into ANW:

<i>Dataset</i>	<i>Format</i>	<i>Timescale</i>	<i>No. records</i>
HMC Family and Estates (non NLW)	Access	June 2003	160
HE Hub	EAD	August 2003	1,548
NLW HMC	CAIRS	July 2003	190
NLW other	CAIRS	July 2003	186
Mine of information	EAD	August 2003	1,500

ANW has approached the Archives Hub and AIM25 to benefit from their experience exporting to and from EAD and CALM.

5. Website

The bilingual website will go live by 13/6/03. Work will then start on designing the search interface and finalising texts.

6. Liaison with project partners

All of the Project Partners have now been visited.

For NMGW, 5 records will be created by the team (planned for January 2005, but may be slotted in earlier).

UW Lampeter will be supplying records as submitted to the Archives Hub.

RCAHMW will be creating collection descriptions in Access over the next year as part of their move to SWISH software. We have supplied the ANW fieldlist and properties so that these will be readily transferable into ANW.

Example records will be circulated once example authority records in the ANW format have been created.

7. Logistics

NLW is currently providing a member of Computing staff dedicated to adapting the software for the project.

8. Outreach and publicity

The draft leaflet text has been circulated to ACW partners for comment, and is now ready for translation.

Adroddiad Cynnydd 5, Mai 2003 / Progress Report 5, May 2003

The launch event will be on the afternoon of Thursday 4/9/03, at NLW, Aberystwyth. Alun Pugh AM, Minister for Culture, Welsh Language and Sport, has been invited to the launch. The event will form part of Archives Awareness Month and falls into the theme of "Opening Up", improving access to archives.

9. Budget and finance

Quarterly budget, Apr-June 2003 (Project Quarter no. 3)¹

ANW CASH FLOW	Total	Q1 P	Q1 A	Q2 P	Q2 A	Q3 P	C/F from Q1-2	Q3 A to date
EXPENDITURE								
1 Project Manager	105641	0	0	8503	8045	8502		5668
2 Project Officers 1-4	286776	0	0	23081	22657	23081		15828
3 Project Officer 5	48613	0	0	0	0	0		0
4 Travel & Subsistence	8951	0	0	1269	624	0	642	110
5 Equipment	10464	8649	0	0	6333	0		
6 Software	1852	1763	0	0	0	0	1763	
7 System Development	12520	12520	0	0	0	0	12520	
8 ICT Support	3750	0	0	313	0	312	313	
9 Administrative Support	3600	0	0	250	0	250	250	
10 Training	6322	0	0	400	0	0		
11 Publicity & Marketing	7500	0	0	0	0	0		
Expend for period	495989	22932	0	33816	37659	32145		21606
Cumulative expend		22932	0	56748	37659	88893		59265
INCOME								
NLW	100489	25000	0	0	9408	0	15592	
Other partners	30000	0	0	0	500	9,500		5006,167
HLF Grant (74%)	365500	16970	0	24271	27751	23973		
Income for period	495989	41970	0	24271	37659	33973		6167
Cumulative income		41970	0	66241	37659	100214		43836
Balance		19038		9493	0	11321		-14929

UCL has been asked to invoice for work done to date.

Remaining invoices for contributions for the 2003-4 financial year will be issued by the end of June; £6,167 has already been received (of which £2000 is advance payments for 2004-5 and 2005-6).

The next draw-down will cover April-June 2003, and will be submitted in July.

¹ P Projected in HLF bid; A actual invoiced expenditure; C/F provision carried forward from previous quarters

10. National meetings

I have circulated a summary of the Interoperability Group's progress separately.

At the ATF meeting, there was a strong view from users that ANW needs to develop into a multi-level resource.

11. Project Management Group and Project Board

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

The next PMG will be on 21st July.