

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

**Martin Locock**

**1. Meetings attended**

Project Board: 27/6/03

NCA Interoperability Working Party: 4/6/03

**2. Staff**

The main emphasis has been on the appointment of Project Officer 5. At the PMG meeting on 20/5/03 it had been agreed that commercial advertising was unnecessary since a pool of sufficient candidates could be obtained without the expense, and that the post could be administered as employment by and secondment from Glamorgan Record Office, subject to a formal agreement between NLW and Glam RO concerning the responsibility for various management issues. This agreement has been drafted and is currently the subject of discussion between ANW and GRO. It is currently proposed that PO5 should commence on 1/10/03. At the Project Board meeting on 28/6/03, it was decided that the job description should be circulated to the ACW partners. The job description is based on that for the other posts, but will be amended to meet the requirements of employment by Rhondda Cynon Taff for Glam RO.

Two of the Project Officers have expressed an interest in studying for an archive qualification.

**3. FLD creation**

The fonds target for NLW in the bid was 813 records. A total of 981 fonds were identified as requiring descriptions. It has proved possible for the team to create 931 records.<sup>1</sup> Of these, 675 have been checked and edited (73%). Almost all (924) of the records have had physical extents recorded (99%). A series of checks for empty fields identified various omissions, which have now been corrected. No records have yet had access points created, although work has started on creating the county records.

The 248 records previously created for non-NLW partners by the HMC Family and Estates Project have been uploaded into ANW (this includes 10 records submitted by West Glamorgan Archive Service), and these have been edited for consistency with the ANW records. A check on ISAD(G) mandatory fields has identified a few gaps for which the repositories have been asked to supply information.

The bid target for Anglesey is 150 fonds (of 210 Anglesey fonds in total). So far, 48 records have been created, and 30 have been completed ready for checking by the Project Manager.

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<sup>1</sup> These figures are slightly different to those included in the last report. Rationalisation of some records for multiple deposits into a single fonds and removal of overlaps has reduced the final figure.

#### 4. Software

The authority input tables are nearly complete. Place-name and corporate name forms have been tested, and personal names is awaiting test. The system will be fully operational by 11/7/03. 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	<b>Completed</b>	160 (248)
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 received the AIM25 EAD conversion script and will start on customising it once the authority tables are completed. A visit to Archives Hub as part of their launch will be used to examine the utilities they have developed (notably a multilingual thesaurus tool).

#### 5. Website

The bilingual website has gone live, and has been announced to various mailgroups.

Work has started on identifying terms for the glossary, and checking and updating links. Work will then start on designing the search interface and finalising texts.

#### 6. Liaison with project partners

The schedules for Anglesey have been collected as arranged.

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

#### 7. Logistics

NLW is continuing to provide a member of Computing staff dedicated to adapting the software for the project.

#### 8. Outreach and publicity

The leaflet text has been finalised following extensive discussion and is now ready to go to the printers. It is proposed that Arwel Thomas be commissioned to oversee the printing. Details of the quotation have been circulated to PMG members.

Short articles have been submitted to *Y Ddolen*, *ARC* (Society of Archivists Newsletter), and information has been supplied to the British Association of Local History Societies, and to NCA for inclusion in *Ancestors* magazine.

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 confirmed that he will attend the launch. ACW and PMG members will be invited, as will representatives of HLF in Cardiff.

**9. Budget and finance****Quarterly budget, Apr-June 2003 (Project Quarter no. 3)<sup>2</sup>**

<b>ANW CASH FLOW</b>	<b>Q04</b>			<b>Q01</b>			<b>Q02</b>			<b>Bal</b>
	<b>P</b>	<b>A</b>	<b>Bal</b>	<b>P</b>	<b>A</b>	<b>Bal</b>	<b>P</b>	<b>A</b>	<b>Bal</b>	
<b>EXPENDITURE</b>										
1 Project Manager	105641	0	0	0	8503	8045	458	8502	8502	458
2 Project Officers 1-4	286776	0	0	0	23081	22657	424	23081	23081	424
3 Project Officer 5	48613	0	0	0	0	0		0	0	0
4 Travel & Subsistence	8951	0	0	0	1269	624	645	0	260	385
5 Equipment	10464	8649	0	8649	0	6333	2316	0	0	2316
6 Software	1852	1763	0	1763	0	0	1763	0	0	1763
7 System Development	12520	12520	0	12520	0	0	12520	0	0	12520
8 ICT Support	3750	0	0	0	313	0	313	312	0	625
9 Administrative Support	3600	0	0	0	250	0	250	250	0	500
10 Training	6322	0	0	0	400	0	400	0	0	400
11 Publicity & Marketing	7500	0	0	0	0	0	0	0	0	0
<b>Expend for period</b>	495989	22932	0		33816	37659		32145	32505	19434
<b>Cumulative expend</b>		22932	0		56748	37659		88893	70164	
<b>INCOME</b>										
NLW	100489	25000	0	25000	0	9408	15592	0	0	15592
Other partners	30000	0	0	0	0	500	500	10,000	13,336	3,836
HLF Grant (74%)	365500	16970	0	16970	24271	27751	13490	23973	24054	13409
<b>Income for period</b>	495989	41970	0		24271	37659		33973	37390	
<b>Cumulative income</b>		41970	0		66241	37659		100214	75049	
<b>Balance</b>		19038			9493	0		11321	4885	

ULCC has been asked to invoice for work done to date. A set of LCSH reference guides will be purchased as part of Administrative Support.

Invoices for contributions for the 2003-4 financial year have been issued, with two exceptions (total £1500). £3,836 is held as advance payments for 2004-5 and 2005-6. The next draw-down will cover April-June 2003, and will be submitted in July. I have updated the spreadsheet (with a clearer format for out-turns) for recent figures.

**10. National meetings**

A summary of the Interoperability Group's progress has been circulated separately.

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

The next PMG will be on 21st July in Aberystwyth.

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

<sup>2</sup> P Projected in HLF bid; A actual invoiced expenditure; Bal balance based on: previous balance + projected expenditure – actual expenditure = balance remaining unspent at present