

Rhwydwaith Archifau Cymru / Archives Network Wales
Cyfarfod Bwrdd Prosiect : Project Board Meeting
Cofnodion : Minutes

27 Mehefin 2003 27 June 2003

Presennol Present

Mary Ellis (UW Aberystwyth, Chair), Gwyn Jenkins (NLW), Eluned Jones (Archives Development Officer for Wales), Helen Palmer (Ceredigion), Claire Orr (Pembrokeshire), John Davies (Carmarthenshire), Elisabeth Bennett (UW Swansea), Susan Edwards (Glamorgan), Rowland Williams (UW Swansea / Society of Archivists), Steven Jones (National Archives), Catherine Richards (Powys), Susan Davies (UW Aberystwyth), Martin Locock (ANW)

Ymddiheuriadau Apologies

Glyn Parry (NLW), Susan Beckley (West Glamorgan), Ann Rhydderch (Gwynedd), Kevin Matthias (Denbighshire), Hilary Malaws (RCAHMW), Linda Tomos (CWLIS), David Rimmer (Gwent)

Cofnodion Minutes

The minutes of the meeting of 28 March 2003 were approved as a true record of the proceedings.

Materion yn codi Matters arising

The frequency of Project Management Group meetings was discussed. It was decided that meetings should be held quarterly, at even intervals between Project Board Meetings. The next Project Management Group meeting will be held in mid September. **Action: PMG**

It was reported that libraries would be contacted in relation to guiding web users now the website has gone live. **Action: ML**

It was noted that concern has been expressed over the procedures for the appointment of the fifth Project Officer. It was decided to circulate details of the post to the partners. **Action: ML & SE to finalise job description, ML to circulate details to the partners**

It was reported that no images have been received for the leaflet, which has now been designed. Partners were invited to submit suitable images for the website. **Action: All**

It was reported that the Project Board and PMG minutes have not been included on the website as priority was given to ensuring that the site went live. It was noted that this issue will be addressed in September. **Action: ML**

Adroddiad cynnydd Progress report

A progress report was circulated prior to the meeting (27/6/2003).

Discussion focused on technical issues and publicity materials.

It was reported that input of NLW records has been completed and that work has started on Anglesey records. Work is on target.

ML has sent out information on the project and website to potential users such as the local history community in order to familiarise people with the concept of ANW.

The meeting was informed that the website is now live.

It was noted that administrative arrangements for the fifth Project Officer post are being finalised.

ML reported that he has received a within budget quotation for 60,000 leaflets and 40,000 business cards. Additionally, he has had a quotation for leaflet dispensers.

Action: ML

ML stated that he is preparing for the next draw down of funding from the HLF.

Action: ML

It was noted that the software is currently being implemented and that the ANW team will be using the system very soon. Training on subject headings will be received in July. It was stated that the ANW team will work on the subject headings after completing the training.

It was reported that the Family and Estates data is now in the database and that the issue of datasets is being investigated.

It was stated that a summary of current progress with regards to interoperability has been completed and that the current situation is favourable. The need to take legacy data into account was noted.

Camau nesaf *Next steps*

ML reported that the project is running well and noted that the key focus lies in preparing for the launch.

Lansiad 4ydd Medi *4th September launch*

A draft programme for the launch on 4th September was circulated. It was noted that Alun Pugh AM, Minister for Culture, Welsh Language and Sport, has been invited to attend. The programme and guest list for the launch was outlined and discussed and it was noted that there will be an opportunity for archivists to meet Alun Pugh. A request was made for £600 from the Archives Awareness Month budget to assist with the costs. The request was approved. The meeting approved the programme.

Action: GJ and ML

Unrhyw fater arall *Any other business*

There was no other business.

Cofnodion : Minutes

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Presennol Present

Mary Ellis (PC Aberystwyth, Cadair), Gwyn Jenkins (LLGC), Eluned Jones (Swyddog Datblygu Archifau ar gyfer Cymru), Helen Palmer (Ceredigion), Claire Orr (Sir Benfro), John Davies (Sir Gaerfyrddin), Elisabeth Bennett (PC Abertawe), Susan Edwards (Morgannwg), Rowland Williams (PC Abertawe / Cymdeithas yr Archifyddion), Steven Jones (Yr Archifau Genedlaethol), Catherine Richards (Powys), Susan Davies (PC Aberystwyth), Martin Locock (RhAC)

Ymddiheuriadau Apologies

Glyn Parry (LLGC), Susan Beckley (Gorllewin Morgannwg), Ann Rhydderch (Gwynedd), Kevin Matthias (Sir Ddinbych), Hilary Malaws (RCAHMW), Linda Tomos (CWLIS), David Rimmer (Gwent)

Cofnodion Minutes

Cytunwyd bod cofnodion cyfarfod 28 Mawrth 2003 yn wir cofnod o'r trafodion.

Materion yn codi Matters arising

Trafodwyd cysondeb cyfarfodydd y Grwp Rheolaeth Prosiect. Penderfynwyd dylid cynnal y cyfarfodydd yn chwarterol, ar adegau cyson rhwng y cyfarfodydd Bwrdd Prosiect. Cynhelir y cyfarfod Grwp Rheolaeth Prosiect nesaf yn nghanol Medi.

Gweithgaredd: Y Grwp Rheolaeth Prosiect

Adroddwyd y byddai cysylltiad yn cael ei wneud efo llyfrgelloedd mewn perthynas i dywys defnyddwyr rhyngwyd nawr bod y safle we wedi mynd yn fyw.

Gweithgaredd: ML

Nodwyd bod pryder wedi codi ynglyn â'r gweithdrefnau ar gyfer apwyntio'r pumed Swyddog Prosiect. Penderfynnwyd i gylchredeg manylion y swydd i'r partneriaid.

Gweithgaredd: ML & SE i gadarnhau'r swydd ddisgrifiad, ML i gylchredeg y manylion i'r partneriaid

Adroddwyd nad oedd unrhyw delweddau wedi eu derbyn ar gyfer y daflen, sydd nawr wedi ei gynllunio. Gwahoddwyd y partneriaid i yrru delweddau addas ar gyfer y wefan. **Gweithgaredd: Pawb**

Adroddwyd nad yw cofnodion y Bwrdd Prosiect na'r Grwp Rheolaeth Prosiect wedi eu cynnwys ar y wefan gan bod blaenoriaeth wedi mynd i sicrhau bod y safle yn mynd yn fyw. Nodwyd byddai'r mater yma yn cael ei delio efo ym Medi. **Gweithgaredd: ML**

Adroddiad cynnydd Progress report

Cylchredwyd adroddiad cynnydd cyn y cyfarfod (27/6/2003).

Canolbwyntiodd y drafodaeth ar materion dechnegol a deunydd cyhoedduswydd.

Adroddwyd bod mewnbyniad cofnodion LLGC wedi gwblhau a bod gwaith wedi dechrau ar gofnodion Sir Fôn. Mae gwaith ar darged.

Mae ML wedi gyrru allan wybodaeth ar y brosiect a'r wefan ar gyfer defnyddwyr bosibl fel y gymuned hanes lleol er mwyn cyfarwyddo pobl efo syniad RhAC.

Rhodddwyd wybod i'r cyfarfod bod y wefan wedi mynd yn fyw.

Nodwyd bod trefniadau gweinyddol ar gyfer swydd y bumed Swyddog Prosiect yn cael ei gadarnhau.

Adroddodd ML ei bod wedi derbyn pris oddi fewn i'r gyllideb ar gyfer 60,000 daflen a 40,000 cerdyn busnes. Yn ychwanegol, mae wedi cael pris ar gyfer cynhwysyddion taflenni. **Gweithgaredd: ML**

Dywedodd ML ei bod yn baratoi ar gyfer y rhan nesaf o'r arian gan y Gronfa Loteri Dreftadaeth. **Gweithgaredd: ML**

Nodwyd bod y meddalwedd yn cael ei weithredu a bydd y tîm RhAC yn defnyddio'r system yn fuan iawn. Derbynir hyfforddiant ar benawdau pwnc yng Nghorffennaf. Dywedwyd bydd y tîm RhAC yn gweithio ar y penawdau pwnc ar ôl cwblhau'r hyfforddiant.

Adroddwyd bod y data Teuluoedd a Stadau nawr yn y bas data bod y mater o setiau data yn cael ei archwilio.

Dywedwyd bod crynodeb o gynnydd ar rhyngweithrediad wedi ei gwblhau a bod y sefyllfa bresennol yn ffafriol. Nodwyd yr angen i gymeryd sylw o data cymynrodd ('legacy').

Camau nesaf *Next steps*

Adroddodd ML bod y prosiect yn rhedeg yn dda a mai paratoi ar gyfer y lansiad yw'r ffocws allweddol.

Lansiad 4ydd Medi *4th September launch*

Cylchredwyd rhaglen ddrafft ar gyfer y lansiad ar 4ydd Medi. Nodwyd bod Alun Pugh, AC, Gweinidog ar gyfer Diwylliant, Yr Iaith Gymraeg a Chwaraeon, wedi ei gwahodd i fynychu'r lansiad. Amlinellwyd a thrafodwyd y rhaglen a'r rhestr gwadd a nodwyd byddai cyfle i archifyddion i gyfarfod efo Alun Pugh. Gofynnwyd am £600 o gyllideb Mis Hybu Archifau i helpu efo'r costau. Roedd y cyfarfod o blaid rhoi'r £600 o gyllideb Mis Hybu Archifau a cytunwyd ar y rhaglen. **Gweithgaredd: GJ a ML**

Unrhyw fater arall *Any other business*

Nid oedd unrhyw fusnes arall.