

## **ANW Progress report, 15 November 2002**

1. Substantial progress has been made during the past few weeks and the project will begin on time on 6 January 2003.

2. Staff have been appointed as follows:

Project Manager: Martin Locock

Project Officers: The interviews for the four Project Officer posts were held last Friday. Through a succession of withdrawals the original shortlist of eight candidates was reduced to four. Each of the four interviewees has been offered a post. To date we have one definite acceptance (Seri Crawley); one probable acceptance; and one rejection. The fourth candidate has been unavailable this week.

3. The project management group has met once with both project monitors, David Riggs and Dick Sargent, present, and contact has been maintained through e-mail so that the group is kept constantly in the picture.

4. To be able to draw down funds from HLF it is necessary to complete form PM1 and produce documentation required. All the documentation:

- A signed contract
- Proof of partnership funding
- A timetable
- A cost breakdown and cash flow
- Details of the project management structure and method of choosing consultants, contractors, and suppliers

is now ready.

The PM1 form itself is expected to be completed next Monday.

5. The major task at present is on the system. The specification has been drawn up and approved by Dick Sargent. We are discussing software issues with the designers of the AIM25 system, on which the ANW system is to be modelled. We are also preparing accommodation at NLW for the project team.

John Watts-Williams

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