

**Cyfarfod Bwrdd Prosiect : Project Board Meeting,
8/11/05**

Rhwydwaith Archifau Cymru / Archives Network Wales

Cofnodion ddrafft : Draft minutes

Preseanol Present: Kim Collis (vice chair, ARCW), Helen Palmer (treasurer, ARCW), Kevin Matthias, Gwyn Jenkins (secretary, ARCW), Susan Edwards, Martin Locock (minutes), Susan Davies, Rowland Williams, Claire Orr, Mary Ellis, , Elisabeth Bennett (chair, ARCW), Glyn Parry, Mary Ellis Catherine Richards,

Ymddiheuriadau Apologies: Anne Venables, Einion Wyn Thomas, Sally McInnes, Ann Rhydderch, Eluned Jones

Materion yn codi Matters arising

None.

Adroddiad cynnydd Progress report

A *Progress Report* had been circulated prior to the meeting. ML reported:

- description work proceeding to target as amended to accommodate staff vacancies. Some of Glamorgan and Gwent will remain to be done in Jan-Mar 2006.
- Glamorgan's catalogues will be supplied to ANW in November
- training for partners in using the system and subject indexing will be undertaken in December
- technical development and data exchange: progress had been limited by IT availability. **ANW/NLW Technical group, chaired by Avril Jones of NLW, will oversee implementation of the outstanding tasks:** EAD and CALM to ANW admin menu option; ANW to EAD and CALM admin menu option; provision of CALM datasets to partners; import of NLW descriptions into ANW

GJ asked about the supply of Gwent's catalogues. ML said Gwent had supplied some catalogue information but copies of many catalogues were still awaited, and completion of the work was dependent upon their availability. **The Project Board expressed their concern that Gwent's failure to fulfil its obligations for the project might endanger its successful completion.**

ML noted that the project included provision for local launch events, and asked any interested partner to get in touch.

Staff a chyllidd Staff and finance

ML reported that the project was underspent, especially for staff. One team member had left in August, one in September, one would be leaving at the end of November, and one (ML) at the end of December, leaving two staff who may be in post at end of December.

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Strategaeth ymadael *Exit strategy*

The strategy had been circulated prior to the meeting. **The strategy was agreed.**

GJ outlined the situation: project staff leaving early had led to an underspend of 7 Project Officer-months by the end of December 2005. There may be 0-2 members of the existing team available for the period January-March 2006 to complete the outstanding work, and it may therefore be necessary to appoint new staff to undertake this work; it may be necessary to appoint a new Project Manager for the period. SE asked whether the March end-date was fixed; ML noted that the HLF final documentation needed to be submitted in June and therefore April was the latest date for project expenditure. **It was agreed that the PMG would review the situation in December and appoint as necessary.**

ANW II *ANW II*

ANW II had been covered by discussion in the main ARCW meeting under item 3, Chair's report. In the Project Board meeting, there was further discussion of tasking, funding and duration of the Archive/ ANW II Development Officer post envisaged, and the timing. **It was agreed that an application for a 12-month post, starting in early 2006/7 financial year, would be prepared by the ANW PMG Information Sub-Group, who would also collect relevant documentation in the interim.**

Unrhyw fater arall *Any other business*

GP asked whether web statistics would still be available for ANW after the end of the project. ML said that the stats for each partner would remain available from the admin page, and that the aggregate stats would be accessible by NLW Computer Section.

EB thanked ML on behalf of ARCW for the successful completion of the project.

Next meeting *Cyfarfod nesaf*: 17 March 2006, CyMAL, Aberystwyth