

ANW Progress Report to Project Board, 23/7/2004

Summary of progress

Work on creating the collection descriptions has proceeded in line with the proposed programme (see table). The descriptions for Gwent and Gwynedd are timetabled for completion by December 2004.

Partner	Collections selected	Catalogues supplied	Descriptions	Access points	Live
National Library of Wales	Y	Y	Completed; ANW and partner checking	Subjects being added	123
Anglesey	Y	Y	Complete	Complete	178
Carmarthenshire	Y	Y	Completed; partner checking	Complete	
Ceredigion	Y	(web)	Completed; partner checking	Complete	
Conwy	Y	Y	Complete	Complete	39
Denbighshire	Y	Y	Completed; ANW checking	Complete	
Flintshire	Y	Y	Completed; ANW checking	Complete	
Glamorgan	Y	n/a	In progress	In progress	
Gwent	In progress	In progress	In progress	In progress	
Gwynedd (Caernarfon and Meirionydd)	Y	In progress (many in NLW)	In progress	In progress	
National Museums and Galleries of Wales	Not started				
Pembrokeshire	Not started				
Powys	Not started				
West Glamorgan Archives Service	Not started				

PMG Meetings

The PMG has met once, on 11/5/04. Monthly progress reports have been circulated to PMG and the Project Board. The PMG will meet next in late September, possibly 28th September.

Website and software

Proposed changes to the website were mocked up and commented on by partners. The website will be redesigned after completion of work on the admin menus.

Help text for the website has been drafted and circulated to partners for comment.

Usage of the website has continued to rise dramatically (June 2004: 188,000 page hits, 7,000 user sessions, 3,000 users).

Staff

The project team is up to strength, with four full-time Project Officers based in Aberystwyth; the full-time Project Officer post based in Cardiff has been re-filled following Hayden Burns' departure to a post in Hereford Record Office. One member of the Aberystwyth team has been on long-term sick-leave; she will return to work in the next few weeks; NLW procedures for managing returns from long periods of sick leave are being followed.

Funding

The draw-down from HLF covering April-June will be submitted at the end of July; the previous claim, covering October 2003-March 2004 was submitted in April. Contributions from nine partners for 2004-5 have been received. The project is running on-budget.

Data exchange

Mapping of ANW to EAD is nearly complete; a meeting with the ANW HE partners will be held on 20 July to discuss any issues arising; download of the Hub records for incorporation into ANW will then follow.

Transfer of NLW fonds-level records into ANW is now planned for the autumn, to be preceded by ANW > EAD > CAIRS transfer.

Standards and training

Three training events for partner staff have been arranged to take place in August, at University of Wales Swansea (3/8/04), Conwy Archives (5/8/04) and National Library of Wales, Aberystwyth (9/8/04). So far, 20 participants from 10 institutions have booked; places re still available.

An additional day will be organised in South Wales in September.

Version 2.1 of the ANW Guidelines (March 2004) was mounted on the website (under *About ANW-Technical information*) in April; this version provides clarification of how to use the admin area, notes on data content in some of the ISAD(G) fields, and more detailed guidance on the creation of access points. Since March, checking of the personal and placename access points and further work on EAD mapping has identified further areas where guidance would be helpful (to be incorporated din version 2.2). Version 3.0 will be produced following finalisation of the web layout and admin screens, so that examples and instructions conform to what users will see on screen.

ANW2

The proposal for a follow-up project, to run from January 2006, was incorporated in the Linking Arms bid co-ordinated by The National Archives, submitted to HLF on 30 June.

Martin Locock, Project Manager
9 July 2004