

**Adroddiad i'r Grwp Rheolaeth Prosiect, i 31/10/03
Report to Project Management Group, to 31/10/03**

Martin Locock

1. Meetings attended

8/10/03 Presentation on ANW to Institute of Public Rights of Way Officers as part of training day: Using the National Library of Wales.
10/10/03 Meeting with Nigel Yates, University of Wales Lampeter
13/10/03 Gathering the Jewels celebration, Cardiff
21/10/03 Interoperability Protocol working group, London

2. Staff

The Glamorgan-based Project Officer (PO5), Hayden Burns, started work on 1st October. He has received inductions into GRO and NLW, and training in data standards, and has started work on creating descriptions for councils and similar bodies.

Richard Burman has become full-time Project Officer (PO4); previously the post was shared with David Moore, on secondment from the National Library of Wales. David Moore has been thanked for his valuable contribution to the project.

The Aberystwyth team has reviewed the fonds and authority records guidelines and is now creating conforming records.

3. FLD creation

Currently there are 324 records live on the website, of which 258 were created by the HMC/NLW Family and Estates project. The database currently holds 1,814 records (1,490 non-live).

Partner	Target no. FLDs	Live (FE in brackets)	Being checked by partner	Being checked by Project Manager	Awaiting access points
NLW	813	42	30	147	755
Anglesey	150	(5)	0	172	0
Carmarthenshire	272	(25)	0	271	0
Conwy	27	0	0	36	0
Ceredigion	77	(4)	0	20	0
UW Aberystwyth, Bangor, Lampeter, Swansea	(imported through EAD)	20			

Work on creating Authority Records and upgrading the descriptions for NLW is taking place alongside the creation of new records for Ceredigion. The Carmarthenshire and Conwy holdings have now been covered (there may be a small number of additional collections in each case).

There are now 777 places, 1,163 personal names and 1,673 corporate names as access points. The placename data has been cleaned and is now operating as a hierarchical system, with cross-references to variant forms, structured by modern divisions at country level, and historic county and parish.¹

In line with NCA rules, the forms recorded are:

preferred form: from OS online gazetteer (English form if two given)

variant forms: from OS online gazetteer; Davies Gazetteer of Welsh Place-Names; Richards Welsh Administrative Units

This index (covering perhaps half the historic parishes of Wales at present) should provide a valuable tool to users unfamiliar with these variations in name.

For non-UK countries, the Getty Thesaurus of Geographic Names has been used to establish: preferred English name; preferred name (if different); and Latitude and Longitude (in decimal format). In order to enhance bilingual searching, preferred Welsh form for countries will be added from the Welsh Academy English-Welsh Dictionary.

4. Software

Work has concentrated on revising the Modify screens to allow easier editing of the fonds and authority records. In addition, work on specifying the subject index table and input screen has begun.

5. Website

The website continues to function well (there have been a few interruptions of service due to maintenance of the University of Wales Aberystwyth connection). Levels of usage have remained high. Little feedback has been received, but it has been very positive. Various websites have been approached, suggesting that they make a link to ANW, and in many cases this has occurred (Google currently lists 26 sites linked to ANW).

Web statistics

Period	English page hits	Welsh page hits	Total hits/month
May-August	24,218	4,368	28,586
September	31,389	4,200	35,589
October	33,086	1,649	35,120
<i>Total to date</i>	<i>88,693</i>	<i>10,217</i>	<i>98,910</i>

¹ Where corporate records relate to post-1974 counties, these are used instead.

The conclusions of the summative evaluation of the Archives Hub (<http://www.archiveshub.ac.uk/tavistock2003.pdf>) have been examined for their implications for Archives Network Wales. Principal issues identified were:

- user confusion over searching and dissatisfaction with "quick search"
- difficulty/unpopularity of index browsing
- low level of "brand memory" remembering source of information
- low levels of repeat usage
- desirability and usefulness of item-level information

The ANW interface, and particularly the prominence given to index browsing, probably addresses the first two points; the distinctive layout and 'themed' feel for ANW may address the third.

6. Liaison with project partners

Liaison has focused on the partners for which the team is currently creating descriptions or will do so in the near future.

7. Logistics

Ciaran Anscombe, NLW's member of Computing staff assigned to ANW, will be leaving in November, and further work on ANW will be undertaken by a freelance consultant, Nigel Callaghan.

8. Outreach and publicity

ANW addressed the Institute of Public Rights of Way Officers to demonstrate the website and to explain what it does and does not contain. A similar presentation to the Institute of Field Archaeologists will be held in November. These potential user groups, on the margins of the archives domain, are one of the hardest targets to reach.

9. Budget and finance

Quarterly budget, October -December2003 (Project Quarter no. 4)

	Projected	Actual to date
EXPENDITURE		
Project Manager	8502	
Project Officers 1-4	23080	
Project Officer	5973	
Travel & Subsistence	472	75.60
Equipment	0	
Software	0	
System Development	0	
ICT Support	312	
Administrative Support	250	
Training	600	
Publicity & Marketing	0	
INCOME		
NLW	0	
Other partners	0	
HLF Grant (74%)	26288	

Additional items ordered but not yet invoiced:

- Library of Congress Subject Headings documentation
- Classification Web user licences
- HTML software licence

Purchase of the workstation (projected for the previous quarter) for the remote officer is currently being negotiated.

10. National meetings

At the NAN Interoperability Working Group meeting, the draft of the protocol was discussed at length. Detailed comments had been made by ANW on the draft, some of which were carried forward into the final document. ANW conforms to the Protocol's requirements already

11. Project Management Group and Project Board

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

The next PMG will be on 16th December in Swansea.