

**Adroddiad i'r Grwp Rheolaeth Prosiect
Report to Project Management Group**

Martin Locock

1. Meetings attended

4/12/03 UKAT subject indexing workshop, London
15/12/03 "Linking Arms" project meeting, London
16/12/03 Project Management Group meeting, Swansea

2. Staff

Richard Burman's apointment to full-time Project Officer 4,. and the Year 2 pay rises, were confirmed at the PMG meeting

3. FLD creation

Currently there are 372 records live on the website, of which 258 were created by the HMC/NLW Family and Estates project. The database currently holds 2,031 records.

Partner	Target no. FLDs	Live (FE in brackets)	To be checked by partner	To be checked by Project Manager	To be checked by Project Officer
NLW	813	104	20	204	614
Anglesey	150	(5)	0	172	0
Carmarthenshire	272	(24)	0	275	0
Conwy	27	0	40	0	0
Ceredigion	77	(4)	0	114	0
Glamorgan	649	(37)	95	80	0
UW Aberystwyth, Bangor, Lampeter, Swansea	(imported through EAD)	20			

Anglesey, Conwy, Carmarthenshire and Ceredigion are complete. Work has commenced on Flintshire, to be followed by Denbighshire. Batches of records for NLW and Glamorgan have been submitted to partners for checking prior to going live, as have all of Conwy's records.

4. Software

Nigel Callaghan has continued to work on the ANW system, mainly on the web indexes (and underlying data tables and input forms) and the admin area. The most significant development for partners is the new option from the admin area of browsing

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non-live records (<http://anw.llgc.org.uk/anw/admin/> , at the bottom of the page). This view shows the access points for the record.

5. Website

Period	English page hits	Welsh page hits	Total hits/month	User sessions	Average hits/session	Cumulative total hits	Cumulative total sessions	Unique users	Sessions/user
May	35	17	52	6	8.7	52	6	2	3.00
June	5,355	1,031	6,386	432	14.8	6,438	438	368	1.17
July	4,238	561	4,799	430	11.2	11,237	868	339	1.27
August	14,590	2,759	17,349	396	43.8	28,586	1,264	245	1.62
September	31,389	4,200	35,589	1,555	22.9	64,175	2,819	1,081	1.44
October	33,086	2,034	35,120	1,853	19.0	99,295	4,672	1,437	1.29
November	32,112	3,122	35,234	2,357	14.9	134,529	7,029	1,434	1.64
December	27,149	2,883	30,032	2,359	12.7	164,561	9,388	1,583	1.49

Usage continues largely unaffected by holidays etc, with more users making single visits. This is probably because of the high visibility of the name and place indexes to search engines, so that Google, for example, will often list a corporate index entry on ANW within the first two pages of results. At the moment, this is a dead end if there are no live records for that access point. The web design will be amended to provide some context information, and it may be better to omit non-live access points from the web version. Various other minor changes to the website are proposed to provide more room for actual data: a mock-up will be circulated when it is ready.

6. Outreach and publicity

ANW has been asked to take part in a UK-wide questionnaire for users of the UK Archival Network resources, which ties in with getting feedback for ANW itself.

7. Budget and finance

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

	Projected	Actual to date ¹
EXPENDITURE		
Project Manager	8502	8502
Project Officers 1-4	23080	(23080)
Project Officer	5973	(5983)
Travel & Subsistence	472	513.40
Equipment	0	(1000)
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	

¹ Figures in brackets are estimated; final figures are expected by 30/1/04 for the HLF quarterly claim.

ICT Support and Software Development costs to the project from NLW will be invoiced for the first four quarters in February.

Reminders have been sent to the two partners who have yet to pay their contributions for 2003-4.

These additional items have been ordered but not yet invoiced:

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

8. National meetings

A report on the UKAT workshop has been circulated previously. The UKAT site has now gone live.

The Linking Arms meeting is part of a process to prepare a large UK-wide lottery bid for submission in summer 2004, combining four elements: a portal; interoperability between the various strands; content/data projects; and social inclusion/community archive projects.

9. Project Management Group and Project Board

The next Project Board will be on 26th March in UW, Aberystwyth.

The next PMG will be a video conference on 25th February in NLW, Aberystwyth, and UWS, Swansea.