

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

**Martin Locock**

**1. Meetings attended**

9/1/04 ACW meeting with Linda Tomos, CyMAL, Aberystwyth  
26/1/04 CultureNet Cymru seminar on website accessibility, NLW, Aberystwyth

**2. Staff**

Pay rises and contractual changes have gone through.

**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 2,123 records (an average of 30 FLDs/week, on target). The access points include 2,839 corporate names, 1,043 places, and 1,864 personal names. The places and corporate have been checked and are fairly 'clean' data-sets; the personal names will be checked next. Subject indexing will commence when the input forms are enabled in February.

<b>Partner</b>	<b>Target no. FLDs</b>	<b>Live (FE in brackets)</b>	<b>To be checked by partner</b>	<b>To be checked by Project Manager</b>	<b>To be checked by Project Officer</b>
NLW	813	106	20	204	614
Anglesey	150	(5)	172	0	0
Carmarthenshire	272	(24)	0	275	0
Conwy	27	0	40 <sup>1</sup>	0	0
Ceredigion	77	(4)	0	114	0
Flintshire	137	(33)	0	0	116
Glamorgan	649	(37)	95	99	0

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 Anglesey's records. ANW checking of Ceredigion records will be completed in February. Denbighshire's catalogues are ready for collection

**4. Software**

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<sup>1</sup> Annotated record text received 6/2/04; edits to be completed by 15/2/04.

Work has focused on ensuring the correct creation of the corporate name indexes for the website (with USE and USE FOR cross-referencing for variants, RT for related terms). At the moment, the indexes are often picked by Google searches; if the index term is not linked to any live records, this will seem to the user like a dead end. In the long term, this would be a minor issue, since the proportion of non-live-linked access points will drop towards zero as the batches of records go live, but in the short term the index for public use will only show those linked to live records. Once the corporate pages are functioning correctly, the other indexes will be resolved, along with the subject indexes. A new way of accessing the admin area has been added, using a button on the main website. This is now the preferred access option for project partners.

The website has been checked for conformity with the W3 Consortium's accessibility standards as far as is possible. Some minor changes are required, mainly for text-only type delivery.

## 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
January	40,682	4,322	45,004	3,156	14.3	209,565	12,544	2,326	1.36

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 has been 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. No further progress on this, awaiting further information from NCA.

## 7. Budget and finance

Submission of the 4th HLF claim (to end December 2003) has been delayed, awaiting final figures for Glamorgan Record Office's expenditure.

**Quarterly budget, January –March 2004 (Project Quarter no. 5)**

	Projected	Actual to date
<b>EXPENDITURE</b>		
Project Manager	8800	
Project Officers 1-4	23889	
Project Officer	5973	
Travel & Subsistence	2112	
Equipment	0	
Software	0	
System Development	0	
ICT Support	313	
Administrative Support	325	
Training	1272	
Publicity & Marketing	0	
<b>INCOME</b>		
NLW	0	
Other partners	0	
HLF Grant (74%)	29941	

ICT Support, software, 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 partner who has yet to pay their contribution for 2003-4.

## **8. National meetings**

At the meeting with Linda Tomos, it was clear that CyMAL would be not be looking at contributing to ANW in the near future. ACW's main future priority is item-level descriptions. There was some interest in the extension of ANW to cover archives held by non-ACW bodies and possibly as a model for a 'Museums Network Wales' covering artefact collections.

## **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.