

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

Martin Locock

1. Meetings attended

4/5/04 Meeting with CyMAL concerning ANW2 proposal
11/5/04 Project Management Group meeting, Swansea and Aberystwyth
12/5/04 Linking Arms meeting, London

2. Staff

Hayden Burns left on 3rd May. The Cardiff post was advertised in ARC recruitment; two applications were received, and interviews will take place on 15th June, with the appointment to start from 5th July.

One member of the Aberystwyth team is still on long-term sick leave but is expected back in the next few weeks.

3. FLD creation

Currently there are 482 records live on the website (plus three sub-fonds descriptions), of which 258 were created by the HMC/NLW Family and Estates project. The database currently holds 2,542 records. The access points include 3,432 corporate names, 1,250 places (and a further 640 variant forms), 2,071 personal names and 2,775 subjects.

Partner	Target no. FLDs	Live (FE in brackets)	To be checked by partner	To be checked by Project Manager
NLW	813	106	20	204
Anglesey	150	60	112	0
Carmarthenshire	272	(24)	275	0
Conwy	27	37	0	0
Ceredigion	77	(4)	114	0
Flintshire	137	(33)	0	179
Denbighshire	142	(27)	0	161
Glamorgan	649	(37)	95	268
Gwent	680	(25)		114

The creation of records for Anglesey, Conwy, Carmarthenshire, Ceredigion and Flintshire is complete. The target for work on Denbighshire is complete, but it is hoped that some further Minor Lists will be covered if time allows. Work on Gwent's catalogues held in the NLW has started.

Batches of records for NLW and Glamorgan have been submitted to partners for checking prior to going live. All of Anglesey's records have had their initial check and editing; 60 are now live; ANW has made the required changes on the remainder and these are now awaiting final approval. ANW checking of Ceredigion and Carmarthenshire records is complete, and these have been sent to the partner for checking. Subject indexing of existing records is complete (new records are being indexed when created), apart from non-live records for Flintshire and NLW.

4. Software

EAD mapping is nearing completion and preparations are being made for the upload of HE partner data from the Archives Hub.

5. Website

Period	Key statistics			English page hits	Welsh page hits	Unique users	Sessions/user
	Total hits/month	User sessions	Average hits/session				
September	35,589	1,555	22.9	31,389	4,200	1,081	1.44
October	35,120	1,853	19.0	33,086	2,034	1,437	1.29
November	35,234	2,357	14.9	32,112	3,122	1,434	1.64
December	30,032	2,359	12.7	27,149	2,883	1,583	1.49
January	45,004	3,156	14.3	40,682	4,322	2,326	1.36
February	55,548	2,952	18.8	50,338	5,210	2,386	1.24
March	87,020	4,561	19.1	75,184	11,836	2,359	1.93
April	98,471	6,407	15.4	80,847	17,624	2,810	2.28
May	114,132	6,438	17.7	93,306	20,826	2,926	2.20

Usage by all key statistics continues to grow. Since the website went live last May, there have been more than 20,000 users, 30,000 user sessions, and 500,000 page hits.

Some user feedback has been received in response to the surveys, although no ANW survey forms have been returned. The main issue identified was the problem of navigation for users who are following a Google search link which delivers them into the deep content pages, especially if the link takes a non-Welsh reader to a Welsh page. The prominence and position of the language toggle and the amount of contextual information presented on the content pages are being reviewed.

The website took part in the Linking Arms questionnaire, along with other strands of the UK Archival Network. It had been hoped that NCA would be able to provide a breakdown of results by entry website, but this has not been possible. The report on the overall results has been circulated to Linking Arms partners.

Content for the Help page has been drafted and will be completed in June.

A mock-up of the website re-design was created and the project partners were invited to comment. These comments will be fed into the finalised design.

6. Outreach and publicity

Information about ANW was included in CyMAL's Current Awareness mailing to their librarians newsgroup.

Training days for partner staff in using ANW and adding data are being organised for August.

7. Budget and finance

Quarterly budget, April-June 2004

	Projected	Actual to date
EXPENDITURE		
Project Manager	8800	5866
Project Officers 1-4	23889	15766
Project Officer	5815	7900 ¹
Travel & Subsistence	186	566.06 ²
Equipment	0	0
Software	0	0
System Development	0	0
ICT Support	313	42.55
Administrative Support	325	0
Training	300	0
Publicity & Marketing	0	384.00
INCOME		
NLW	35,000	
Other partners	10,000	3999 (+ 2333 previous advance payments)
HLF Grant (74%)	29728	

Three partners have paid their full contribution for the project previously. Six partners so far have been invoiced for their contributions for the current financial year.

8. National meetings

The Linking Arms meeting was attended. ANW has been invited to contribute data to the proposed demonstrator portal as part of the development a stage of the bid, which is intended for submission at the end of June 2004.

9. Project Management Group and Project Board

The next PMG will be a video conference on a date to be confirmed in August-September, at NLW, Aberystwyth, and UWS, Swansea.

The next Project Board will be on 23rd July in Llandridnod Wells.

¹ Includes 5730.33 covering January-March 2004, invoiced in May 2004

² Includes 51.06 covering travel costs for PO5 recharged to ANW by RCT and claims covering Jan-Mar 2004.