

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

Martin Locock

1. Meetings attended

3/8/04 ANW training for partners, University of Wales Swansea

5/8/04 ANW training, Conwy

9/8/04 ANW training, Aberystwyth

2. Staff

The Aberystwyth team is back to full strength.

3. FLD creation

Currently there are 600 records live on the website (plus five sub-fonds descriptions). The database currently holds 2,766 records, of which 657 are awaiting checking by partners and 915 are awaiting checking by the Project Manager. The access points include 3,927 corporate names, 1,339 places, 2,201 personal names and 4,412 subjects.

Partner	Target no. FLDs	Live	To be checked by partner	To be checked by Project Manager
NLW	813	123	129	204
Anglesey	150	178	0	0
Carmarthenshire	272	(24)	275	0
Conwy	27	37	0	0
Ceredigion	77	(4)	114	0
Flintshire	137	(33)	0	183
Denbighshire	142	(27)	0	161
Glamorgan	649	(37)	131	100
Gwent	680	(25)	0	153
Gwynedd	436	(36)	0	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 will proceed when further catalogues are supplied. Work on Gwynedd (Caernarfon and Meirionydd) is continuing.

Batches of records for NLW and Glamorgan, and all of Ceredigion and Carmarthenshire records, have been submitted to partners for checking prior to going live. Subject indexing for non-live records for NLW is currently being dealt with as part of the checking procedure.

4. Software

A meeting with Paul Watry to discuss the download of ANW partner data from the Archives Hub is being arranged. Upgrading of the admin screens, logging and changes to security has been completed on the test site and will be transferred to the live version in September.

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
June	188,484	7,093	26.6	144,981	43,503	3,007	2.36
July	172,301	9,488	18.2	124,067	48,234	3,783	2.51
August	171,348	8,686	19.7	121,583	49,765	3,115	2.79

Usage in August dropped slightly, partly because of planned and unplanned shut-downs of the server (total about 3.5 days). The number and % of human user sessions (as opposed to search engine crawlers) increased to 46%. If the figures fail to rise significantly with the return of university and repository staff, reminder emails will be circulated, perhaps to reflect the next batch of added live content.

6. Outreach and publicity

The training sessions for ANW partners were attended by a total of 17 people, representing 10 institutions. Feedback was favourable, and comments on the content are being used to amend the programme for future sessions. It is clear that specific training on subject indexing in ANW and LCSH will be required to ensure that partners can create fully-indexed records.

7. Budget and finance

Quarterly budget, July-September 2004

	Projected	Actual to date
EXPENDITURE		
Project Manager	8800	5867
Project Officers 1-4	23889	15926
Project Officer	5815	3877
Travel & Subsistence	558	0
Equipment	0	0

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Software	0	0
System Development	0	0
ICT Support	313	0
Administrative Support	325	0
Training	300	0
Publicity & Marketing	0	0
INCOME		
NLW	0	
Other partners	0	
HLF Grant (74%)	31883	

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. Ten have not yet been invoiced.

The quarterly claim for April-June has been submitted to HLF and paid.

8. National meetings

None.

9. Project Management Group and Project Board

The next PMG will be a video conference on 28th September, at NLW, Aberystwyth, and UWS, Swansea.

The next Project Board will be on 19th November in Cardiff.