

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

Martin Locock

1. Meetings attended

9/9/04 CyMAL Grants to archives/Ask Cymru launch, Ruthin
20/9/04 Visit to University of Liverpool re Archives Hub
28/9/04 PMG Video conference and visit to Pembrokeshire Record Office

2. Staff

The Aberystwyth team's annual appraisals have been completed, apart from for one member of staff, whose appraisal will be held in October. The Project Manager has attended NLW courses on Time Management, Recruitment and Selection, and Problem Solving as part of a Certificate in Line Management.

3. FLD creation

Currently there are 603 fonds records live on the website (plus five sub-fonds descriptions). The database currently holds 2,897 records, of which 1,042 are awaiting checking by partners and 446 are awaiting checking by the Project Manager. The access points include 3,962 corporate names, 1,412 places, 2,364 personal names and 5,606 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)	274	0
Conwy	27	37	0	0
Ceredigion	77	(4)	108	0
Flintshire	137	(33)	178	0
Denbighshire	142	(27)	160	0
Glamorgan	649	(37)	131	100
Gwent	680	(25)	0	153
Gwynedd	436	(36)	0	277

The creation of records for Anglesey, Conwy, Carmarthenshire, Ceredigion and Flintshire is complete. Work on Gwent's catalogues will proceed when further catalogues are supplied; it may be necessary to move on to Pembrokeshire in the meantime. Work on Gwynedd is continuing; Caernarfon is nearly complete and work has started on Meirionydd.

Batches of records for NLW and Glamorgan, and all of Ceredigion, Carmarthenshire, Denbighshire and Flintshire records, have been submitted to partners for checking prior to going live.

4. Software

The revised and bilingual admin screens are nearly ready to go live, accompanied by better use-logging (including a facility to allow partners to access the web statistics for their collections). Mapping of resources prior to transfer is also nearly complete; some adjustments are being made in order to ensure full AACR2 compliance and to simplify output of access points in ISAARCPF data structure.

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
September	212,152	7,268	29.2	153,504	58,648	3,500	2.08

Usage figures have increased, but remain dominated by web crawlers (so that only about 35% of sessions are human, and 12% of these are ANW admin users).

The most popular entry page is the name search results page (50%), delivered from browsing the personal name index and selecting a name. This probably represents search engine crawlers, since Google results for ANW content point to these pages. Next most popular are pages showing the actual descriptions (16%), probably also mainly crawlers. The home page is the entry point for 15% of users. All other pages are below 2%; these include a total of 3.8% for the web version of the NCA rules mounted on ANW when they were dropped from the NCA website (probably coming from links on the Archives Hub online workflow page).

In terms of the full visit, about 90% of the hits are views of the results lists or the pages themselves, suggesting that there is relatively little browsing of indexes (since the public index only shows terms linked to live descriptions, this may change as more content goes online and they become more comprehensive and harder to assimilate). For exit pages, 68% are name search and description pages (probably mostly crawlers, moving from description to access point to linked data and then leaving); 10% leave from the home page (presumably, but not certainly, after having viewed some content). Since the average session looks at 28 pages, some users must be carrying out extensive trawls. Of the top ten user ISPs in terms of content viewed, only the NLW (27% of

hits) represents human users, but since the top 30 ISPs generate only 60% of total hits, the other 3000+ users must make a significant contribution.

6. Outreach and publicity

A meeting has been arranged with Huw Evans of CyMAL to discuss raising the profile of ANW with People's Network staff in libraries, and local history groups have been emailed to offer a talk on web resources, with some take-up.

7. Budget and finance

Quarterly budget, July-September 2004

	Projected	Actual to date
EXPENDITURE		
Project Manager	8800	8800
Project Officers 1-4	23889	23889
Project Officer	5815	5815
Travel & Subsistence	558	88
Equipment	0	0
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.

8. National meetings

None.

9. Project Management Group and Project Board

The next PMG will be a video conference on 11th January, at NLW, Aberystwyth, and UWS, Swansea.

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