

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

Martin Locock

1. Meetings attended

1/11/04 Visit to Meirionydd RO to collect catalogues
 3/11/04 HLF Wales "DNA of Heritage in Wales" event, Cardiff
 10/11/04 Meeting with NMGW
 19/11/04 ACW / ARCW AGM and Project Board, Cardiff
 29/11/04 Training for ANW partners, Gwent Record Office, Cwmbran

2. Staff

The team is continuing to work to target. All annual appraisals have been completed.

3. FLD creation

Currently there are 623 records live on the website (including five sub-fonds descriptions). A further 120 Glamorgan records and 150 NLW records are awaiting final editing before making live.

The database currently holds 3,106 records, of which 842 are awaiting checking by partners and 1,014 are awaiting checking by the Project Manager. The access points include 4,191 corporate names, 1,402 places, 2,567 personal names and 6,403 subjects. Enhancement of the index displays to show ISAAR(CPF) elements alongside the index terms has gone live, and work is under way to revise the access point data to exploit this; corporate bodies starting with "A" have been completed.

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)	96	250
Gwent	680	(25)	0	152
Gwynedd	436	(36)	0	402

The creation of records for Anglesey, Conwy, Carmarthenshire, Ceredigion and Flintshire is complete. Work on Gwent's catalogues will proceed later in the project, when further catalogues are supplied. In the meantime, work will start on West

Glamorgan data, which is available as Word files. Work on Pembrokeshire should start in January. Work on Gwynedd is nearing completion.

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

4. Software

The new admin pages are generally working correctly, although there are a few bugs. Work is now focused on EAD transfer of NLW and Archives Hub data into ANW, and on the revised web layout.

A 'New to archives?' page has been added to the website, providing links to introductory resources for family history and archives.

The web content has been edited to reflect the adoption of the name "ARCW" (Archives and Records Council Wales) by ACW.

5. Website

Period	Key statistics			English page hits	Welsh page hits	Unique users	Sessions/user
	Total hits/month	User sessions	Average hits/session				
2004							
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
October	215,710	9,618	22.4	164,910	50,800	4,604	2.09
November	282,448	15,164	18.6	226,316	56,172	6,069	2.50

The overall usage figures are continuing to grow rapidly (6,000 users/month); non-search engine visits are now 75% of the total. The NAS have reported a big increase in use of their website as a result of the BBC "Who Do You Think You Are" series; there is no direct evidence for the same pattern with ANW, apart from a major peak in usage on Tuesday 9 November (transmission date of Ian Hislop's story: no obvious Welsh link), representing 20% of the total hits for November.

The ANW system now allows detailed analysis of user behaviour. Of the visitors in November, 2,218 viewed collection descriptions (rather than just the indexes, link pages and fixed web content), viewing 3,172 collection descriptions. The most-viewed descriptions are listed below.¹

¹ Each partner can access the figures relating to their collections from the admin menu, 'site statistics'. The overall top-10 is provided here for comparison.

No. of views	Collection
449	Conwy Schools (Ysgolion Conwy) records (Conwy Archives Service)
370	Cardiff Bay Opera House Trust archive (National Library of Wales)
296	Rolls family (Barons Llangattock), of The Hendre, documents (Gwent Record Office)
289	Tithe Rent Charge account books, Anglesey (Anglesey County Record Office)
279	Jones-Williams, J., collection of deeds (National Library of Wales)
274	Newborough archives (Caernarfon Record Office)
248	Jones, Emrys, photographic collection (Anglesey County Record Office)
238	Gnoll estate records (West Glamorgan Archive Service)
207	William Thomas and Sons, Amlwch Port, papers (Anglesey County Record Office)

6. Outreach and publicity

An article about ANW, web design, and usability, has been submitted for the Wales edition of ARC magazine, to appear in Spring 2005. A training event for partner staff was held at Gwent Record Office, with 6 participants. There will be a presentation on the project at the next NEWSPLAN Cymru meeting, in December. The possibility of ANW becoming the on-screen sponsor for the S4C series 'Hel Achau', to be screened January-March 2005, was investigated, but was found to be beyond the project's budget. Nevertheless, this series, aimed at part of ANW's target audience, those who do not currently use archives but could do, is likely to result in a rise in usage.

7. Budget and finance

Quarterly budget, October-December 2004

	Projected	Actual to date
EXPENDITURE		
Project Manager	8800	5866
Project Officers 1-4	23889	15966
Project Officer	6181	4120
Travel & Subsistence	186	100
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	2166
HLF Grant (74%)	31883	

Three partners have paid their full contribution for the project previously. Nine partners so far have been invoiced for their contributions for the current financial year. Seven have not yet been invoiced.

The claim submitted in November for June-September included IT support and software costs; further documentation of these has been requested, and a formal Service Level Agreement has been drawn up for the next PMG meeting.

8. National meetings

A meeting was held on 23/11/04 to review the NCA Interoperability Protocol. I was unable to attend but provided notes on areas where updating or amendment was needed.

A meeting of the Linking Arms partnership (including ANW2) had been provisionally arranged for November to discuss feedback from HLF advisers; this meeting has been postponed until January because the meeting with the advisers would not take place until late December.

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 11th March in NLW, Aberystwyth.