

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

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1. Meetings attended

11/01/05 Linking Arms, London
19/01/05 Talk, Ogmore Vale Local History & Heritage Society
24/01/05 ANW Project Management Group, Swansea

2. Staff

A workplace assessment has been undertaken by a physiotherapist as part of the return to work arrangements for one member of staff. The team is continuing to work to target.

3. FLD creation

Currently there are 2,718 records live on the website (including 10 sub-fonds descriptions), of which 821 were not transferred from the Hub. A further 375 NLW records are awaiting final editing before making live.

The database currently holds 5,072 records, of which 1,214 are awaiting checking by partners and 966 are awaiting checking by the Project Manager. A further 1,797 descriptions derived from the Archives Hub are awaiting checking of access points.

The access points include 4,776 corporate names, 1,528 places, 2,713 personal names and 7,045 subjects. These will be added to significantly as the Hub access points are imported. Enhancement of the index displays to show ISAAR(CPF) elements is now complete.

Partner	Target no. FLDs	Live	To be checked by partner	To be checked by Project Manager
NLW	813	123	437 ¹	(375)
Anglesey	150	178	0	0
Carmarthenshire	272	(24)	274	0
Conwy	27	37	0	0
Ceredigion	77	5 ²	108	0
Flintshire	137	56	122	0
Denbighshire	142	(27)	160	0
Glamorgan	649	76	213 ³	0
Gwent	680	(25)	0	152

¹ Work flow for NLW is Project Officer > NLW check > ML edit > live

² Includes one description from the Archives Hub for a collection transferred from UW Lampeter.

³ Work flow for Glamorgan is Project Officer > GRO check > ML edit > live

Gwynedd	436	(36)	0	410
West Glamorgan	353	49 ⁴	0	29
University of Wales Bangor		[1197] ⁵		1197 ⁶
University of Wales Aberystwyth		[54]		42
University of Wales Lampeter		[23] ⁷		21
University of Wales Swansea		[617] ⁸		523
Christ Church, Oxford ⁹		[1]		

The creation of records for Anglesey, Conwy, Carmarthenshire, Ceredigion, Flintshire, and Gwynedd is complete. Work on Gwent's catalogues will proceed later in the project, when further catalogues are supplied. Work has started on West Glamorgan data, which is available as Word files. Work on Pembrokeshire should start in March. Powys has supplied copies of almost all of their catalogues as Word files.

All records for Ceredigion, Carmarthenshire, Denbighshire and Flintshire have been submitted to partners for checking prior to going live.

Gwynedd, Gwent, and NLW descriptions require checking by the Project Manager.

4. Software

Transfer of the Hub partners data from EAD has been completed and the descriptions are now live on ANW. For the access points, NLW has developed a checking procedure which reads the EAD access point for each collection and searches against the ANW data, providing a list of possible matches. These are then selected manually. If there are no suitable matches, the EAD data tags are used to create a new ANW term, which may then be edited manually.

Glamorgan Record Office has provided details of their CALM data structure which will be used to map to ANW and so provide a transfer path via EAD.

5. Website

There has been a steady trickle of queries from users who have found the ANW website from search engines but have no background knowledge of archives, Wales, or

⁴ Includes 24 Family and Estates collections and 25 descriptions from the Archives Hub covering collections transferred to WGAS.

⁵ Descriptions from Archives Hub.

⁶ Access points to be checked and added to ANW.

⁷ Excludes descriptions for UWL on Archives Hub covering material now transferred elsewhere.

⁸ Excludes descriptions for UWS on Archives Hub covering material now transferred elsewhere

⁹ Description from the Archives Hub for a collection transferred from UW Lampeter.

history. Since the ANW site is their entry-point to the domain, it makes sense to provide some contextual data. A 'New to archives?' page has therefore been added, providing links to web resources for family and local history, archives, and historic placenames and maps.

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
December	219,671	17,049	12.9	164,425	55,426	6,505	2.62
2005							
January	284,860	22,180	12.8	210,210	74,650	7,893	2.81

Usage continues to grow by all counts, including number of users and visits per user, showing that the audience is growing and the new users are returning after their first visit. The 35% increase in usage of the Welsh language pages may be linked to the S4C "Hel Achau" series; there are prominent links to ANW from the programme website. The team's work on enhancing the indexes, and the addition of live content from the Hub and for Glamorgan, should mean that the growth will continue.

Revised web layout is nearing completion; this will provide a more efficient presentation of the core data, and will also conform fully to accessibility standards.

6. Outreach and publicity

There was a presentation about ANW and other web resources to Ogmere Vale Local History & Heritage Society. The members represented a range of familiarity with the Internet, from frequent users to those who had never tried it; they commented on the design of the website and the content displayed. In general, it seems people are happy to ignore Identity information (reference code and extent) as long as they can recognise the nature of the data: the only major confusion was the use of the term 'fonds'.

7. Budget and finance

Quarterly budget, January-March 2005

	Projected	Actual to date
EXPENDITURE		
Project Manager	9108	3036
Project Officers 1-4	24725	8242
Project Officer	6181	2060

Travel & Subsistence	2482	180
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		1500
HLF Grant (74%)	29728	

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

The Service Level Agreement for IT support from NLW was approved at the PMG meeting.

The claim for July-September had been awaiting further documentation; the claim will now be included in the claim up to December 2004.

8. National meetings

The meeting of the Linking Arms partnership on 11 January reported back from HLF prior to the formal consideration of the grant application on 25 January. It was concluded that HLF would be unlikely to give approval, but it was hoped that they would give an indication that they would be likely to approve the Linking Arms concept on a later occasion. There will be a meeting of the partnership on 18 February to discuss the HLF's formal response and to consider alternative approaches.

9. Project Management Group and Project Board

The next PMG will be a video conference at 2.30pm, on 23 February, at NLW, Aberystwyth, and UWS, Swansea.

The next Project Board will be on 11th March in NLW, Aberystwyth.