

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

Martin Locock

1. Meetings attended

11/3/05 ARCW / Project Board meeting, NLW
31/3/05 Steve Mayers, Beacon Climbing Centre re launch event venue

2. Staff

Annual appraisals have been undertaken for NLW staff.

3. FLD creation

Currently there are 2,948 records live on the website (including 48 sub-fonds descriptions), of which 1,051 were not transferred from the Hub. A further 375 NLW records are awaiting final editing before making live.

The database currently holds 5,336 records, of which 1,023 are awaiting checking by partners and 1,184 are awaiting checking by the Project Manager. A further 618 descriptions derived from the Archives Hub are awaiting checking of access points.

The access points include 5,478 corporate names, 1,765 places, 3,629 personal names and 9,002 subjects. There are a small number of duplicates which have been created through import of the Hub access points which will need to be resolved.

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	119	179	0
Conwy	27	37	0	0
Ceredigion	77	5 ²	108	0
Flintshire	137	93	85	0
Denbighshire	142	200	0	0
Glamorgan	649	208	213 ³	0
Gwent	680	(25)	0	152
Gwynedd	436	(36)	0	410
Powys	436	(12)	0	234
West Glamorgan	353	49 ⁴	0	29

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

University of Wales Bangor		[1197] ⁵		618 ⁶
University of Wales Aberystwyth		[54]		
University of Wales Lampeter		[23] ⁷		
University of Wales Swansea		[617] ⁸		
Wrexham (A N Palmer Centre) ⁹	0	0	1	0
Christ Church, Oxford ¹⁰		[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 and Powys data. Work on Pembrokeshire will start in April.

All records for Ceredigion, Carmarthenshire, Denbighshire and Flintshire have been submitted to partners for checking prior to going live. Denbighshire records are now all live, and substantial numbers for Carmarthenshire and Flintshire are also live.

Gwynedd, Gwent, and NLW descriptions require checking by the Project Manager. The NLW descriptions are being checked.

4. Software

The Hub > ANW import is now largely complete. ANW > EAD and generic EAD > ANW routines are being worked on; specific transfer to CALM through EAD is being finalised with Glamorgan Record Office.

A data set has been supplied to TNA for enhancement of the NRA listings; the NRA site now includes direct links to ANW descriptions for partners where all records are live.

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 Wrexham's catalogues are not organised into fonds and were therefore excluded from the ANW target. In order to ensure that the partner's holdings are visible to searchers of ANW, an umbrella description summarising the entire collection has been drafted.

¹⁰ Description from the Archives Hub for a collection transferred from UW Lampeter.

5. Website

Usage by page-count has levelled off this month, but number of users and visits has risen. Over 3,000,000 pages have been viewed since going live, by 79,500 users in 194,000 visits.

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
February	363,744	26,377	13.8	226,771	136,973	8,701	3.03
March	343,551	38,627	8.9	238,322	105,229	13,033	2.96

6. Outreach and publicity

The launch event is being devised to attract mainstream media interest; it is based on the anniversary of the first UK-Australia wireless telegraph transmission on September 22nd 1917, from a transmitter at Ceunant, Waunfawr, nr Caernarfon. It is hoped to include a main event in Cardiff, a live video link with the National Archives of Australia and a webcast from Ceunant.

7. Budget and finance

Quarterly budget, January-March 2005

	Projected	Actual to date
EXPENDITURE		
Project Manager	9108	9108
Project Officers 1-4	24725	24725
Project Officer	6181	6129 (not yet invoiced)
Travel & Subsistence	2482	214.80
Equipment	0	210 (net of cost-grant)
Software	0	660.00
System Development	0	0
ICT Support	313	313
Administrative Support	325	0
Training	300	0
Publicity & Marketing	0	0
INCOME		
NLW	0	
Other partners		1000
HLF Grant (74%)	29728	

Adroddiad Cynnydd 27 (Mawrth 2005) / Progress Report 27 (March 2005)

A claim has been submitted for October 2004-March 2005; items invoiced after the preparation of the claim will be included in the May 2005 claim.

8. National meetings

None.

9. Project Management Group and Project Board

The next PMG will be a video conference at 2.00pm, on 5 May, at NLW, Aberystwyth, and UWS, Swansea.

The next Project Board will be on 8th July at CyMAL Aberystwyth.