

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

**Martin Locock**

**1. Meetings attended**

None

**2. Staff**

One staff member has received further physiotherapy treatment for a back problem.

**3. FLD creation**

Currently there are 3,100 records live on the website (including 48 sub-fonds descriptions), of which 1,213 were not transferred from the Hub. A further 325 NLW records are awaiting final editing before making live.

The database currently holds 5,471 records, of which 961 are awaiting checking by partners and 1,271 are awaiting checking by the Project Manager. The checking of access points for descriptions derived from the Archives Hub is complete.

The access points include 5,878 corporate names, 1,866 places, 4,233 personal names and 10,064 subjects. The number of new terms which need to be created for each new collection is beginning to drop as the indexes already contain many of the terms.

<b>Partner</b>	<b>Target no. FLDs</b>	<b>Live</b>	<b>To be checked by partner</b>	<b>To be checked by Project Manager</b>
NLW	813	170	437 <sup>1</sup>	(325)
<b>Anglesey</b>	<b>150</b>	<b>178</b>	<b>0</b>	<b>0</b>
Carmarthenshire	272	181	92	0
<b>Conwy</b>	<b>27</b>	<b>37</b>	<b>0</b>	<b>0</b>
Ceredigion	77	5 <sup>2</sup>	108	0
Flintshire	137	115	66	0
<b>Denbighshire</b>	<b>142</b>	<b>200</b>	<b>0</b>	<b>0</b>
Glamorgan	649	208	257 <sup>3</sup>	0
Gwent	680	(25)	0	152
Gwynedd	436	(36)	0	410
Pembrokeshire	128	(20)	0	27
Powys	436	(12)	0	320
West Glamorgan	353	49 <sup>4</sup>	0	37

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

<sup>2</sup> Includes one description from the Archives Hub for a collection transferred from UW Lampeter.

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

<b>University of Wales Bangor</b>		[1197] <sup>5</sup>		
<b>University of Wales Aberystwyth</b>		[54]		
<b>University of Wales Lampeter</b>		[23] <sup>6</sup>		
<b>University of Wales Swansea</b>		[617] <sup>7</sup>		
Wrexham (A N Palmer Centre) <sup>8</sup>	0	0	1	0
<b>Christ Church, Oxford<sup>9</sup></b>		[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 is almost complete on Powys, is in progress on West Glamorgan, and has just started on Pembrokeshire.

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

Gwynedd, Gwent, and NLW descriptions require checking by the Project Manager; the NLW changes are currently being made. The remaining NLW descriptions are being checked.

#### 4. Software

The Hub > ANW import is now complete. The Hub partners have been provided with a summary of the transfer process, highlighting areas where the ANW records could be enhanced to conform fully with the ANW-created content.

ANW > EAD and generic EAD > ANW routines are being worked on; specific transfer to CALM through EAD is still being finalised with Glamorgan Record Office.

#### 5. Website

Usage by page-count has dropped slightly again, but number of users has risen.

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

<sup>5</sup> Descriptions from Archives Hub.

<sup>6</sup> Excludes descriptions for UWL on Archives Hub covering material now transferred elsewhere.

<sup>7</sup> Excludes descriptions for UWS on Archives Hub covering material now transferred elsewhere

<sup>8</sup> 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.

<sup>9</sup> Description from the Archives Hub for a collection transferred from UW Lampeter.

## Adroddiad Cynnydd 28 (Ebrill 2005) / Progress Report 28 (April 2005)

Period	Key statistics			English page hits	Welsh page hits	Unique users	Sessions/user
	Total hits/month	User sessions	Average hits/session				
<b>2004</b>							
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
<b>2005</b>							
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
April	304,833	35,854	8.5	228,241	76,592	13,100	2.74

### 6. Outreach and publicity

The launch event is being finalised, for Cardiff on 22nd September. For simplicity, the proposed live links will be replaced by "as live" video segments.

A press release has been issued celebrating the 3 millionth hit on the site, but it does not appear to have resulted in any press coverage.

### 7. Budget and finance

#### Quarterly budget, April-June 2005

	Projected	Actual to date
<b>EXPENDITURE</b>		
Project Manager	9108	3034
Project Officers 1-4	24725	8241
Project Officer	6181	2060 (+ 6129 invoiced)
Travel & Subsistence	2482	0
Equipment	0	0
Software	0	0
System Development	0	0
ICT Support	313	104
Administrative Support	325	0
Training	300	0
Publicity & Marketing	0	0
<b>INCOME</b>		
NLW	0	
Other partners	7500	2499
HLF Grant (74%)		

The partners have been asked for order details for their 2005-6 contributions, and five have been invoiced.

The claim for October 2004-March 2005 has been paid.

**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.