

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

Martin Locock

1. Meetings attended

6/7/05 ARCW / ANW Project Board, Aberystwyth
7/7/05 Meeting with DS Ltd re CALM data exchange, Cardiff
21/7/05 HLF Funding Priorities workshop, Cardiff
28/7/05 aUK Project Board meeting, London

2. Staff

All staff are working to target. One member of the Aberystwyth team will be leaving at the end of August to take up another post.

3. FLD creation

Currently there are 3,669 records live on the website (including 76 sub-fonds descriptions), of which 1,481 were created by the project. A further 691 NLW records are awaiting final editing before making live.

The database currently holds 5,941 records, of which 427 are awaiting checking by partners and 1,806 are awaiting checking by the Project Manager.

The access points include 6,651 corporate names, 1,993 places, 4,486 personal names and 11,053 subjects.

Partner	Target no. FLDs	Live¹	To be checked by partner	To be checked by Project Manager
NLW	813	245	0 ²	691
Anglesey	150	178	0	0
Carmarthenshire	272	195	102	0
Conwy	27	37	0	0
Ceredigion	77	115³	0	0
Flintshire	137	209	5	0
Denbighshire	142	180	0	0
Glamorgan	649	438	178 ⁴	0
Gwent	680	(25)	0	152
Gwynedd	436	(36)	67	360
Pembrokeshire	128	(20)	35	173

¹ Includes some sub-fonds level descriptions

² Work flow for NLW is Project Officer > NLW check > ML edit > live

³ Includes one description from the Archives Hub for a collection transferred from UW Lampeter.

⁴ Work flow for Glamorgan is Project Officer > GRO check > ML edit > live

Powys	436	(12)	45	373
West Glamorgan	353	49 ⁵	0	57
University of Wales Bangor		[1197] 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]		
RCAHMW		[39] ¹¹		

The creation of records for Anglesey, Conwy, Carmarthenshire, Ceredigion, Flintshire, Gwynedd, and Powys is complete. Work is almost complete on Pembrokeshire, and is in progress on West Glamorgan. Work on Gwent's catalogues will proceed when further catalogues are supplied.

All records for Carmarthenshire and Flintshire have been submitted to partners for checking prior to going live. In order to allow partner checking to commence on the remaining outstanding datasets, batches have been supplied to Powys, Gwynedd and Pembrokeshire, and will be made live as soon as they have been checked.

Remaining Powys, Gwynedd, Gwent, West Glamorgan and NLW descriptions require checking by the Project Manager; the NLW changes are currently being made.

4. Software

A meeting with DS Ltd to discuss ANW > CALM data transfer has been held, and progress has been made. ANW is currently awaiting information from DS Ltd about the nature of the fixes required.

ANW is ready to receive fonds-level descriptions from the Mine of Information project.

⁵ Includes 24 Family and Estates collections and 25 descriptions from the Archives Hub covering collections transferred to WGAS.

⁶ Descriptions from Archives Hub.

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.

¹¹ Descriptions transferred from RCAHMW and access points added by ANW. Further batches to be supplied.

5. Website

There has been a slight drop in pages viewed and users, but an increase in user sessions.

Period	Key statistics			English page hits	Welsh page hits	Unique users	Sessions/user
	Total hits/month	User sessions	Average hits/session				
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
April	304,833	35,854	8.5	228,241	76,592	13,100	2.74
May	295,545	30,682	9.6	217,076	78,469	11,321	2.71
June	380,573	34,600	11.0	256,376	124,197	12,004	2.88
July	339,059	40,150	8.4	239,289	99,770	11,946	3.36

A total of 52,604 collection description views were made in July, by 6,941 users. The proportion of web crawler hits dropped to 8.2%. An online questionnaire has been running to provide a more qualitative profile of the users; the results have been collated and are attached.

6. Outreach, publicity and training

The launch event has been booked at the Millennium Stadium, Cardiff on 22nd September. The programme is becoming firmer; the current outline is:

- 10.30-11.00 Coffee
- 11.00-11.05 Elisabeth Bennett, ARCW Vice Chair
- 11.05-11.10 Video clip: Ceunant, Martin Locock (ANW Project Manager)
- 11.10-11.20 Representative of HLF Wales
- 11.20-11.25 Video clip: NAA, Canberra
- 11.25-11.35 Byron Williams, Tonypany School
- 11.35-11.45 Nigel Callaghan, Trinity College Carmarthen
- 11.45-11.55 Alun Pugh, Minister for Culture, Sport, and the Welsh language
- 11.55-12.00 Closing remarks

The stakeholder survey will be circulated in early August.

Training for ANW partners in subject indexing is being arranged for August.

7. Budget and finance

Quarterly budget, July-September 2005

	Projected	Actual to date
EXPENDITURE		
Project Manager	9108	3036
Project Officers 1-4	24725	8242
Project Officer	6181	2060
Travel & Subsistence	2482	360
Equipment	0	0

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Software	0	20
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%)		

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

The claim for April-June has been prepared and will be submitted upon signature.

8. National meetings

aUK Project Board meeting, 21/7/05.

9. Project Management Group and Project Board

The next PMG will be a video conference at 2.00pm, on 12 September, at NLW, Aberystwyth, and UWS, Swansea.

The next Project Board will be on 9 November at CyMAL Aberystwyth.