

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

Martin Locock

1. Meetings attended

None.

2. Staff

Seri Crawley has left to take up a post as Bibliographic Data Officer, in Dumfries. Rather than re-appoint to the vacancy for the remaining 4 months of the project to December 2005, it has been decided to use the funding for extending the contract of the existing members of the team, so that the project work will run into early 2006. The precise arrangements will depend on other commitments of team members.

3. FLD creation

Currently there are 3,732 records live on the website (including 76 sub-fonds descriptions), of which 1,518 were created by the project. A further 630 NLW records are awaiting final editing before making live.

The database currently holds 6,128 records, of which 427 are awaiting checking by partners and 1,951 are awaiting checking by the Project Manager.

The access points include 7,081 corporate names, 2,039 places, 4,518 personal names and 11,234 subjects.

Partner	Target no. FLDs	Live¹	To be checked by partner	To be checked by Project Manager
NLW	813	302	0 ²	630
Anglesey	150	178	0	0
Carmarthenshire	272	196	101	0
Conwy	27	37	0	0
Ceredigion	77	115	0	0
Flintshire	137	214	0	0
Denbighshire	142	179	0	0
Glamorgan	649	438	191 ³	0
Gwent	680	(25)	0	159
Gwynedd	436	(36)	67	360
Pembrokeshire	128	(20)	35	174

¹ Includes some sub-fonds level descriptions

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

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

Powys	436	(12)	45	373
West Glamorgan	353	49 ⁴	0	156
University of Wales Bangor		[1197] ⁵		
University of Wales Aberystwyth		[54]		
University of Wales Lampeter		[23] ⁶		
University of Wales Swansea		[617] ⁷		
Wrexham (A N Palmer Centre) ⁸	0	0	1	0
Christ Church, Oxford⁹		[1]		
RCAHMW		[39] ¹⁰		

The creation of records for Anglesey, Conwy, Carmarthenshire, Ceredigion, Flintshire, Gwynedd, Powys, and Pembrokeshire is complete. Work is in progress on West Glamorgan and Gwent.

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

We are awaiting information from DS Ltd about ANW to CALM transfer.

A set of EAD fonds-level descriptions created for the Mine of Information project covering mining collections in Gwent, Glamorgan, West Glamorgan and Carmarthenshire has been supplied by University of Wales Swansea, and ANW is preparing to import them.

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

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

⁸ 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.

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

¹⁰ Descriptions transferred from RCAHMW and access points added by ANW. Further batches to be supplied.

A list of collection description urls for the newly-completed partners (Ceredigion, Denbighshire and Flintshire) has been supplied to the NRA so that they can link directly from their collection titles to the ANW description.

5. Website

There has been an enormous rise in pages viewed (nearly 1 million); other figures are stable.

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
August	976,698	39,931	24.5	593,703	382,995	12,873	3.10

A total of 84,484 collection description views were made in August July, by 7,520 users. The proportion of web crawler visits rose to 10.3%, which, together with the rise in total hits, implies a very high level of indexing by search engines. The Google spider was the single largest user, responsible for 1% of all hits; search engines probably account for 10% of pages viewed, as well as visits. It is notable that the cause of the rise in page hits cannot be ascribed to an increase in number of visitors or sessions: it is purely the product of lengthier and deeper user sessions. Partly, this can be accounted for by the increasing number of live descriptions and the highlighting on the home page of the availability of new datasets. But it is mainly because of the indexing: as more descriptions and their associated access points are added, the indexes contain more terms and also more links to each term, so that it becomes increasingly easy to 'surf' from description to access point to linked description and so on.

The online questionnaire has been completed by 30 users; the results have been incorporated in a revised version of the July survey report, but confirm the previous pattern of responses.

6. Outreach, publicity and training

The launch event has been booked at the Millennium Stadium, Cardiff on 22nd September. The programme has been amended (and may be altered further):

- 10.30-11.00 Coffee
- 11.00-11.10 Elisabeth Bennett, ARCW Vice Chair
- 11.10-11.20 Alun Pugh, Minister for Culture, Sport, and the Welsh language
- 11.20-11.25 Video clip: Ceunant, Martin Locock (ANW Project Manager)
- 11.25-11.35 Nigel Callaghan, Trinity College Carmarthen

- 11.35-11.40 Video clip: NAA, Canberra
 11.40-11.50 Byron Williams, Tonypandy School
 11.50-12.00 Closing remarks, ARCW (tbc)

The stakeholder survey has been circulated to 175 organisations, including archive services, service funders, museums, libraries, local and family history societies, and standards and educational bodies. So far, 15 responses have been received.

The August training event was postponed because of lack of take-up, and will be rearranged for the autumn. The Cardiff event, on 26 September, has had a better response and is fully booked.

7. Budget and finance

Quarterly budget, July-September 2005

	Projected	Actual to date
EXPENDITURE		
Project Manager	9108	6072
Project Officers 1-4	24725	16484
Project Officer 5	6181	4120
Travel & Subsistence	2482	700
Equipment	0	0
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 is awaiting signature.

8. National meetings

None

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.