

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

Martin Locock

1. Meetings attended

12/9/05 PMG meeting, Swansea/Aberystwyth
 22/9/05 ANW launch, Cardiff
 26/9/05 Subject indexing training session, Cardiff
 30/9/05 Welsh County Archivists Group, Llandrindod Wells

2. Staff

David Morris, Project Officer 5, Glamorgan Record Office, has been appointed to a permanent post of Archivist there, and will therefore be leaving the ANW project two months before the end of the Glamorgan work. ANW is liaising with GRO to arrange the supply of materials to Aberystwyth to allow completion of the work at NLW.

Since HLF has extended the grant expiry date, it is now proposed to use the projected underspend on staff arising from departure of team members (and concomitant under-delivery on tasking) to provide two Project Officer posts to run from January to March 2006, which may, depending on other commitments, be drawn from within or outside the present team.

3. FLD creation

Currently there are 3,843 records live on the website (including 76 sub-fonds descriptions), of which 1,572 were created by the project. A further 606 NLW records are awaiting final editing before making live.

The database currently holds 6,316 records, of which 443 are awaiting checking by partners and 1,862 are awaiting checking by the Project Manager.

The access points include 7,267 corporate names, 2,072 places, 4,531 personal names and 11,548 subjects.

Partner	Target no. FLDs	Live¹	To be checked by partner	To be checked by Project Manager
NLW	813	326	0²	606
Anglesey	150	178	0	0
Carmarthenshire	272	196	101	0

¹ Includes some sub-fonds level descriptions

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

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
Powys	436	54	58	318
West Glamorgan	353	49 ⁴	0	245
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 Glamorgan, West Glamorgan and Gwent.

All records for Carmarthenshire 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.

West Glamorgan Archive Service has created 49 descriptions covering the holdings of Neath Antiquarian Society, which have been made live.

4. Software

A test file of date has been supplied to DS Ltd for ANW-to-CALM transfer.

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

5. Website

The August figures for pages viewed (nearly 1 million) dropped back in September; 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
September	420,224	41,765	10.1	282,422	137,802	12,071	3.46

A total of 104,313 collection description views were made in September, by 7,125 users. The proportion of web crawler visits dropped to 8.7%. The online questionnaire has now been completed by 50 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 took place at the Millennium Stadium, Cardiff on 22nd September; it was covered by the BBC Radio Wales "Look Up Your Genes" programme.

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; 36 responses have been received, and a report will be prepared in October.

The Cardiff Subject Indexing event for partners, on 26 September, had a good response, with staff from 3 partners. The Aberystwyth event will be held in late October or November.

7. Budget and finance

Quarterly budget, July-September 2005

	Projected	Actual to date
EXPENDITURE		
Project Manager	9108	9108
Project Officers 1-4	24725	21977 ¹¹
Project Officer 5	6181	6181
Travel & Subsistence	2482	1300
Equipment	0	0
Software	0	20
System Development	0	0
ICT Support	313	0
Administrative Support	325	0
Training	300	0
Publicity & Marketing	0	590 ¹²
INCOME		
NLW	0	
Other partners	7500	5499
HLF Grant (74%)		

The partners have been asked for order details for their 2005-6 contributions, and all but three have been invoiced (checking has revealed that some invoices prepared in June 2005 had not been issued, and these are now being sent).

The claim for April-June will be included with the July-September claim, currently being prepared.

8. National meetings

None

9. Project Management Group and Project Board

The next PMG will be a video conference at 2.00pm, on 7 December, at NLW, Aberystwyth, and UWS, Swansea.

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

¹¹ Underspend because of Project Officer vacancy

¹² Costs for launch (final figures not yet confirmed).