

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

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1. Meetings attended

8/11/05 Project Board / ARCW meeting
17/11/05 Making Sense of Metadata workshop, London

2. Staff

One Project Officer of the Aberystwyth team will leave at the end of November to take up another post at NLW. The Project Manager has been appointed to the Catalog Cymru project, commencing at the start of January, still based at NLW. Two Project Officers will remain in post until the end of March 2006.

3. FLD creation

Currently there are 4,022 records live on the website (including 76 sub-fonds descriptions), of which 1,835 were created by the project. A further 474 NLW records are awaiting final editing before making live.¹

The database currently holds 6,592 records, of which 2,455 are awaiting checking prior to making live. Until now, the checking process has usually involved four steps: data creation by ANW officer; checking by ANW Project Manager; checking by repository; and release to the public (making live). In some cases, this has been varied, and repositories have been responsible for all checking and making live, and this will include those covered by the most recent work (Gwent, West Glamorgan, Powys, and Glamorgan), since this checking will continue beyond the ANW team's existence. The descriptions created recently require much less amendment than the earlier ones, as a result of the team's experience.

The access points include 7,650 corporate names, 2,194 places, 4,621 personal names and 12,270 subjects. In preparation for export into MARC format, the ANW team has undertaken extensive data cleaning to improve consistency and to comply fully with data standards.

The creation of records for Anglesey, Conwy, Carmarthenshire, Ceredigion, Flintshire, Gwynedd, Powys, and Pembrokeshire is complete. Work is almost complete for West Glamorgan. Further work on Gwent will take place after collection of catalogues. Outstanding work on Glamorgan will be undertaken when it has been resolved how it should be administered.

¹ These are currently being edited and made live by NLW staff

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All records for Carmarthenshire, Pembrokeshire and Meirionnydd (Gwynedd) have been submitted to partners for checking prior to going live. Batches have been supplied to Caernarfon and Powys. Remaining Gwynedd descriptions will be checked by the Project Manager in December.

Partner	Target FLDs	FLDs created	Live²	To be checked
NLW	813	925	451	474
Anglesey	150	178	178	0
Carmarthenshire	272	297	249	48
Conwy	27	37	37	0
Ceredigion	77	115	115	0
Flintshire	137	214	214	0
Denbighshire	142	179	179	0
Glamorgan	649	559	438	191
Gwent	680	300	(25)	300
Gwynedd	436	408	(36)	404
Pembrokeshire	128	209	(20)	209
Powys	436	415	54	376
West Glamorgan	353	452 ³	49 ⁴	452
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	1	0	1
Christ Church, Oxford ⁹			[1]	
RCAHMW			[39]	

In addition to data created by ANW, the team is in the process of importing existing data, including 321 descriptions created by the Mine of Information project and approximately 350 fonds-level descriptions for NLW created by NLW and by the Family and Estates pilot project. These imports require human intervention to ensure correct linking of access points.

² Includes some sub-fonds level descriptions

³ This includes a large number of schools records which could have been treated as a single fonds but were separated.

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.

4. Software

The desk instructions for partners have been prepared and are ready for distribution. Data import from EAD and CAIRS is ready to commence. Trial data sets have been output and submitted to DS (CALM records) and NLW (CAIRS records); upon confirmation, these data sets will be exported.

A summary of outstanding technical developments has been drawn up (these include the enabling of record upload and download from the admin area of the site, and exposure of the ANW data to cross-searching).

5. Website

A total of 109,534 collection description views were made in November, by 7,478 users (these figures are slightly lower than the aggregate statistics tabulated below because they exclude visitors who only visited the permanent web pages). The proportion of web crawler visits rose slightly again, to 11.0%.

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
October	633,188	49,314	12.8	432,099	201,289	13,857	3.56
November	465,215	47,051	9.9	316,568	148,647	12,823	3.67

6. Outreach, publicity and training

The Aberystwyth Subject Indexing event will be held on 14 December. Spaces are available.

Training for partners in using the system has been provided to NLW and Wrexham; UW Swansea, WGAS, Pembrokeshire and Gwent will be covered in December.

7. Budget and finance**Quarterly budget, October-December 2005**

	Projected	Actual to date
EXPENDITURE		
Project Manager	6072	3036
Project Officers 1-4	24725	12362 ¹⁰
Project Officer 5	4121	377 ¹¹
Travel & Subsistence	471	300
Equipment	0	0
Software	0	0
System Development	0	0
ICT Support	313	0
Administrative Support	325	0
Training	300	0
Publicity & Marketing	0	0
INCOME		
NLW	0	
Other partners (for full year)	7500	7500
HLF Grant (74%)		

All financial contributions from partners have been invoiced.

The launch event cost remains to be invoiced by Ceredigion.

8. National meetings

None. Apologies were sent to meetings of the SoA EAD/Data Exchange Group, aUK Programme Board, and Technical Working Group.

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 17 March 2006 at CyMAL Aberystwyth.

¹⁰ Underspend because of Project Officer vacancy

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