	3. I gynnig ffocws i gydweithredu gyda CyMAL a sefydliadau Cymreig eraill fel y bo'n addas. 4. I hybu prosiectau ar y cyd megis CatalogCymru a RhAC.

COFNODION CYFARFOD BUSNES

1	**Cofnodion**
	Cyn trafod y cofnodion fe ddiolchodd EB yn ffurfiol ar ei rhan ei hun a'r Cyngor i KM a oedd yn gadael y Gadair. Cadarnhawyd cofnodion y cyfarfod a gynhaliwyd ar 6 Gorffennaf 2005 yn swyddfeydd CyMAL Aberystwyth heblaw bod angen newid y canlynol: **Cofnod 4.4.2 Arolwg PSQG** Newid 'Roedd CyMAL eisiau gwybod pam fod cyn lleied yn ymgymryd â'r arolwg yng Nghymru a'i fod yn awyddus i annog mwy i gymryd rhan yn Arolwg PSQG' i 'Roedd CyMAL eisiau cefnogi gwasanaethau archifol Cymru i gymryd rhan yn yr arolwg ac wedi gofyn am awgrymiadau ar sut i wneud hyn. **Cofnod 5.1 Gweithdy Dadansoddi Anghenion HLF** Newid 'Mynychodd KM, GJ ac EB gyfarfod o'r Gweithdy Dadansoddi Anghenion CLF ar Amgueddfeydd, Llyfrgelloedd ac Archifau ar 21 Mehefin i drafod RhAC 2' i 'Mynychodd nifer o swyddogion gyfarfod o'r Gweithdy Dadansoddi Anghenion CLF ar Amgueddfeydd, Llyfrgelloedd ac Archifau ym mis Gorffennaf'.

2	**Materion yn codi o'r cofnodion**
2.1	**Mormoniaid (microffilmio/digido cofrestri plwyf)**
	Adroddodd GJ fod pethau yn symud yn eu blaen yn dda; y byddai papur yn cael ei gylchredeg maes o law; a bod cytundeb yn bosibl yn fuan.
2.2	**Cyfarfod Llandrindod (Gregynog gynt)**
	Cynhaliwyd y cyfarfod ar 8 Hydref.

3	**Adroddiad y Gadair**
3.1	**Cynrychiolaeth ar CACC**
	Gyrrwyd llythyr at bob cynrychiolydd a diolchodd KM i bawb a gynorthwyodd i ddrafftio'r llythyr.
3.2	**Cynllun Datblygu Strategaeth Archifau gan CyMAL**
	Cyfarfu'r swyddogion gydag EJ and ME ar 24 Awst i drafod Cynllun Datblygu Strategaeth Archifau gan CyMAL [Gweler Cofnod 6]**.**
3.3	**CatalogCymru**
	Cynhaliwyd cyfarfod cyntaf o Fwrdd Prosiect CatalogCymru ar 27 Medi. Diolchodd KM i EJ am ei gwaith caled i sicrhau'r grant.

3.4	**Cyfarfod Llandrindod (Gregynog gynt)**
	Nododd KM yn fyr gyfraniadau i'r cyfarfod ac i gyfarfod CYA Cymru a gynhaliwyd wedyn.
3.5	**Cyngor Cynghori CyMAL**
	Adroddodd y Gweinidog ar yr hyn a gyflawnwyd ers cyfarfod blaenorol y Cyngor a rhoddodd adroddiad cynnydd ar @at eich Llyfrgell chi a chynllun Rhannu'r Trysorau. Yn y cyfarfod arweiniodd SD eitem ar gynigiadau ymchwil, a gaiff eu cyllido o bosibl gan ESRC a AHRC, i Brifysgol a sefydliad arall werthuso tystiolaeth ystadegol amgueddfeydd, llyfrgelloedd ac archifdai er mwyn sefydlu ffyrdd gwell o gasglu ystadegau a'u cysylltu â llunio polisïau
3.6	**Archifau yn yr Oes Ddigidol**
	Mynychodd KM gyfarfod yn Aberystwyth ar 2 Tachwedd. Rhoddodd EB grynodeb o bapur a gylchredwyd cyn y cyfarfod gan Arwel Jones o LlGC. Adroddodd ME fod CyMAL yn bwriadu ailwampio ei gynllun grantiau a fyddai yn galluogi CACC i wneud cais am grant 100% i gyflogi Swyddog Datblygu. Mewn gwirionedd fe fyddai hyn yn galluogi CACC i wneud cais am grant ymchwil. **Penderfynwyd derbyn grant 100% CyMAL i gyflogi Swyddog Ymchwil i wneud y gwaith a'r ymchwil rhagbaratoawl angenrheidiol cyn cyflwyno cais i Gronfa Loteri Treftadaeth i gyllido prosiect sylweddol i ddilyn RhAC. Penderfynwyd hefyd fod swyddogion yn paratoi'r gwaith papur angenrheidiol gyda chymorth CACC fel y bo'n addas.**

4	**Adroddiad yr Is-Gadeirydd**
4.1	**Lansiad ANW**
	Mynychodd EB lansiad RhAC yng Nghaerdydd ac er ei fod yn llwyddiannus ychydig iawn oedd yn bresennol. Mwynhaodd y Gweinidog yr achlysur ac roedd ef yn wybodus iawn am y maes.

5	**Adroddiad yr Ysgrifennydd**
5.1	**NCA**
	Mynychodd GJ a ME gyfarfod o'r NCA. Etholwyd y canlynol yn swyddogion am y flwyddyn: Cadair Liz Hallam Smith; Is-Gadeirydd Jonathan Pepler; Ysgrifennydd Sarah Kinsey; Trysorydd Matti Watton. Roedd GJ o'r farn fod yr NCA yn gwneud gwaith da wrth gynrychioli archifau i sefydliadau'r llywodraeth.
5.2	**aUK**
	Ni chynhaliwyd cyfarfod ers cyfarfod diwethaf CACC ond sefydlwyd nifer o isbwyllgorau ac fe gynhyrchir Memorandwm Dealltwriaeth cyn bo hir. Fel gyda Linking Arms, sydd wedi peidio â bod bellach, y nod yw galluogi defnyddwyr i chwilio holl archifau ar-lein y DU gydag un chwiliad drwy greu, dros gyfnod o amser, amryw flociau adeiladu ac fe fyddai ANW2 yn un o'r blociau yma.

6	**Cynllun Datblygu Strategaeth Archifau gan CyMAL**
	Adroddodd ME fod CyMAL yn bwriadu gwneud newidiadau sylfaenol i'w cynllun grantiau a fyddai'n arwain at dair neu bedair haen o fewn y cynllun: 1 Darganfod adnoddau 2 Cynllun grantiau herio 3 Cynllun grantiau bychain 4 Datblygu'r gweithlu **[Ceir ychwaneg o fanylion mewn llythyr a yrrodd Linda Tomos at EB ac a e-bostiwyd i'r aelodau gan EB ar 19 Rhagfyr 2005. Mae hwn ar gael fel Atodiad A].** Gofynnodd Cy MAL am atebion i'w cynllun arfaethedig erbyn diwedd yr wythnos. Adroddodd EJ am nifer o brosiectau y gellid eu cyllido gan haen Darganfod Adnoddau yng nghynllun Datblygu Strategaeth Archifau CyMAL. **Penderfynwyd y dylai EJ gylchredeg ei phapur i'r aelodau.** **[Cylchredwyd y papur i'r aelodau drwy e-bost gan EB ar 19 Rhagfyr 2005. Mae hwn ar gael fel Atodiad B].**

7	**CatalogCymru**
	Penodwyd ML fel rheolwr prosiect gan gychwyn ar ei ddyletswyddau ar 1 Ionawr 2006. Methodd y Bwrdd Prosiect â phenodi neb I swyddi'r ddau swyddog prosiect. Mewn cyfarfod brys a gynhaliwyd yn ystod seminar Archifau mewn Oes Ddigidol yn y Morlan, Aberystwyth, 2 Hydref, penderfynwyd ailhysbysebu'r swydd. Byddai'r hysbyseb yn annog y posibilrwydd o secondiad gan aelodau CACC.

8	**Unrhyw fater arall**
8.1	**Ymgyrch Hybu Archifau**
	Adroddodd EJ fod cyfarfod i'w gynnal ddydd Mawrthcanlynol. Roedd hi eisiau gwybod os oedd gan yr aelodau unrhyw bwyntiau y dylai hi eu codi yn ystod y cyfarfod.. **Cytunwyd y dylid gyrru sylwadau at EJ cyn y dydd Mawrth canlynol.**
8.2	**Ymwelwyr gan PSQG**
	Roedd PSQG yn arbrofi gydag arolwg hirbell yn PRONI, Canolfan Cofnodion Teuluol ac un awdurdod lleol yn Lloegr.
8.3	**CADG**
	Adroddodd EJ fod CADG bellach yn gysylltiol â'r NCA. Roedd hi a GP yn aelodau ac roedd hi hefyd yn aelod o is-grŵp a elwid yn Grŵp Cyfathrebu.
8.4	**Cynllun Achredu'r AG**
	Adroddwyd fod yr AG yn chwilio am ffyrdd i ddatblygu cynllun achredu tebyg i gynllun yr Amgueddfeydd. Y cam cyntaf fyddai datblygu pecyn hunanasesu ar gyfer Lloegr a Chymru

8.5	**Cynllun datblygu archifau'r DU gan MLA**
	Adroddodd ME fod MLA yn mynd i lunio cynllun datblygu lefel uchel erbyn Ebrill nesaf. Roedd hi wedi ei gwahodd i fod yn aelod o'r grŵp gweithredu.
8.6	**Cynllun dynodiad CyMAL**
	Holwyd ME os oedd CyMAL am ehangu eu cynllun dynodiad. Atebodd hi nad oeddent.
8.7	**Cylchgrawn CyMAL**
	Adroddodd ME fod cylchgrawn newydd CyMAL wedi ei yrru i'w gyfieithu y dydd Gwener blaenorol ac y dylai fod wedi ei gyhoeddi erbyn mis Rhagfyr.

9	**Dyddiad y cyfarfod nesaf**
	Cynhelir y cyfarfod nesaf yn swyddfeydd CyMAL, Aberystwyth, 17 Mawrth am 11 o'r gloch.**[Sylwer fod y cyfarfod yn awr wedi ei symud i LlGC.]**

ATODIAD A

Annwyl Elisabeth

A CyMAL Strategic Development Plan for Archives: 2006-2008

I am delighted to be able to write to you to express how pleased I am at the positive response of the Archives and Records Council Wales to the proposed Strategic Development Plan for Archives 2006-08. Subject to agreement by the Minister for Culture, Welsh Language and Sport, this plan will be phased in over the period 2006-08 and will form part of CyMAL's next Action Plan. We anticipate that the plan will be supported by a similar level of available annual funding as identified for 2005-2006, namely c.£175,000.

As part of CyMAL's overall strategy, this plan will need to demonstrate evidence of the contribution of the domain to core Welsh Assembly Government objectives. It is envisaged that the plan will build on existing good practice, support existing collaborative projects such as the Archives Network Wales, and encourage the development of other strategic partnerships to improve services to users and encourage new users.

I am pleased to confirm that we will proceed with the three work strands that were identified in the initial discussions between the ARCW officers and CyMAL staff.

- Resource discovery:
  National or regional partnership projects with a 100% grant offer likely to be in excess of £10,000.

- Research and development:
  Similar criteria to the existing grant programme with a challenge grant scheme for development projects (likely grant offer c. £2,000 to £10,000 funded at 75% with 25% provided as a financial contribution from the applicant) and a small grant scheme providing 100% grants up to £2,000.

- Workforce development:
  A grant programme to develop leadership skills via the Public Services Management Wales leadership programme, to increase the number of staff with professional qualifications via Archive Administration or Records Management courses and to encourage training of para-professionals via courses such as that offered by LUCAS.

It is anticipated that there will be no change to existing criteria for eligibility for funding (i.e. based on membership of ARCW and on subscription to the TNA Standard).

As I have already stated above, I am delighted by the enthusiasm of the members of the Archives and Records Council for this new agenda. It represents the first step on the way to what I hope will be some very exciting developments for the archives domain in Wales and which will bring enormous benefits both to users in Wales and more widely.

I understand that you are at the moment discussing the development of projects that may be suitable for applications under the Resource Discovery Strand of the plan. A short paper on these projects is enclosed to facilitate further discussion between ARCW officers and CyMAL staff.

Cofion gorau

Linda Tomos
Director CyMAL

ATODIAD B

Developing Archives in Wales

A discussion document on projects that could be funded by the Resource Discovery stand of CyMAL's Strategic Development Plan for Archives

Following the successful discussion day on the future of Archives Network Wales and the recent Archives and Records Council Wales meeting, CyMAL hopes to be able to work in partnership with ARCW to develop some of the projects which were identified as priorities by these meetings. This discussion document summaries the projects which ARCW has identified as priority areas for development. CyMAL hopes that this discussion document will facilitate ARCW's discussions about priorities for projects to be taken forward during the period 2006/2008. We look forward to working with ARCW to facilitate the development of these projects.

Why? Research and Development Officer:	What? Research and Development Officer**:**	**Benefits? Research and Development Officer:**
• The need to reach out to and develop new and wider audiences • The need to raise the profile and awareness of archive services • The need to improve services for existing audiences • Lack of evidence on the impact of archive services • The need to develop a coherent approach towards digitisation and the provision of online catalogues • The end of the ANW project	• Undertake user and non-user research • Undertake research into the impact of archive services • Develop an audience development plan and marketing strategy • Develop and consult on proposals for the future development of ANW • Investigate the technical issues in relation to digitisation and the provision of online catalogues • Identify funding sources and prepare bids for funding	• Engage new audiences with archive services, including under-represented groups • Greater knowledge and understanding of the impact of archive services • Facilitate the enhancement of services and resources for users of archive services • Build upon and further develop the achievements of ANW

<table>
<tr><td>Why? CatalogCymru:
Backlogs of uncatalogued material
The vital role of catalogues in the provision of meaningful access to archives
Lack of capacity to undertake cataloguing
The Pilgrim Trust / Esmee Fairbairn Foundation Cataloguing Grants Programme
The impact of FoI
Existing project</td><td>What? CatalogCymru:
Audit the scope, nature and extent of uncatalogued archival collections
Undertake research into current cataloguing, indexing and appraisal practices
Identify future priorities for cataloguing
Develop a strategy to address backlogs of uncatalogued material</td><td>Benefits? CatalogCymru:
The development of a coherent strategy to address backlogs of uncatalogued material
Support bids to the Pilgrim Trust / Esmee Fairbairn Foundation Cataloguing Grants Programme
Facilitate the development of possible regional or national cataloguing projects
Facilitate the further development of Archives Network Wales</td></tr>
</table>

<table>
<tr><td>Why? Audience Development:
The need to reach out to new and wider audiences
The need to raise the profile and awareness of archive services
Falling user numbers
The need to give momentum to the Archive Awareness Campaign in Wales
Lack of evidence on the impact of archive services
Lack of awareness and understanding of the full range of resources held and services offered by archive services
Previous experience such as the Glamorgan Record Office television advertisement and the consideration given</td><td>What? Audience Development:

<u>Television</u>:

The television company will provide professional production and editing services.
Advertisement:
- effective at promoting specific event
- effective at promoting short campaign
– reaches wide audience
Sponsorship:
- effective at raising brand awareness
– possibilities on both HTV and S4C
– reaches wide audience</td><td>Benefits? Audience Development:
Engage new audiences with archive services, including under-represented groups
Raise awareness and profile of archive services, with both the public and senior managers/funders
Increase understanding of the range of resources held and services offered by archive services
Improve effectiveness of Archive Awareness Campaign
Promote positive image of archive services
Provide evidence of the extent of and contribution of archive services to genealogical tourism</td></tr>
</table>

to sponsorship of the Hel Achau series	<u>Cultural Tourism</u>: • Work in partnership with organisations such as the Mid Wales Tourism Partnership or ?Herian • Research the extent and impact of genealogical tourism • Develop and implement a marketing strategy	• Develop strategic partnerships and working relationships
Why? Evaluation of NPO Preservation Assessment Surveys: • Lack of conservation capacity • A number of NPO PAS's have now been undertaken	What? Evaluation of NPO Preservation Assessment Surveys: • Commission a consultation to undertake an evaluation of the NPO PAS's to: - provide an overview of the current situation – identify common issues – recommend approaches to addressing these issues	**Benefits? Evaluation of NPO Preservation Assessment Surveys:** • Provide an overview of the state of archival collections and preservation provision • Identify methods of addressing the lack of conservation capacity • Identify methods of addressing the issues raised by the NPO PAS's
Why? Learning Development Officer: • Although some archive services are very active in this area, others lack capacity to develop provision • Learning is a priority area for policy makers and funders • The need to reach out to new and wider audiences • The need to raise the profile and awareness of archive services	What? Learning Development Officer: • Map and evaluate services and resources • Determine the needs of learning providers • Establish links with relevant professional and strategic bodies • Develop a strategy and action plan • Identify possible sources of funding	**Benefits? Learning Development Officer:** • Facilitate the engagement of new audiences with archive services, including under-represented groups • Raise awareness and profile of archive services • Increase understanding of the range of resources held and services offered by archive services • Improve effectiveness of Archive

• Falling user numbers		Awareness Campaign • Develop strategic partnerships and working relationships • Promote positive image of archive services
Why? Regional Projects: • Some developmental needs can be addressed most effectively on a regional basis e.g. conservation provision or digitisation	What? Regional Projects: • Projects between a number of archive services developed and managed regionally	**Benefits? Regional Projects:** • Services and resources developed and improved
Why? Pilot Projects: • Innovative services or projects sometimes require a piloting phase to determine their feasibility and the most effective method of achieving the objectives	What? Pilot Projects: • One archive services pilots an innovative service or project and disseminates the results to other services e.g. a digitisation on demand service	**Benefits? Pilot Projects:** • Innovative services or projects can be introduced on a national basis in an effective method, without placing undue burden upon archive services