

Cyngor Archifau a Chofnodion Cymru
Archives and Records Council Wales

Minutes of the meeting held on 16 March 2007 at CyMAL Offices, Aberystwyth.

Present: E. Bennett (UW Swansea, Chair); C. Orr (Pembrokeshire); K. Collis (West Glamorgan); M. Ellis (CyMAL); E. Jones (CyMAL); J. Spence (UWA); S. McInnes (SOA Wales); J. Archer (UW Aberystwyth); A. Prescott (UW Lampeter); S. Edwards (Glamorgan); A. Rowley (TNA); L. Francis (Gwynedd); K. Matthias (Denbighshire); C. Richards (Powys); G. Jenkins (NLW); J. Davies (Carmarthen); G. Evans (NMW); H. Palmer (Ceredigion); G. Parry (NLW).

1 Welcome

The Chair extended a warm welcome to a well-attended meeting and especially to Andrew Prescott, Lyn Francis and Julie Archer who were attending their first meeting. She also conveyed the meeting's best wishes to Claire Harrington who had recently undergone surgery. Chair also explained that Agenda 6 was being held over until the afternoon.

2 Apologies

A. Venables (Anglesey); A Rhydderch (Gwynedd); L. Burrow (Cardiff U); M. Kingston (TNA); N. Yates (UC Lampeter).

3 Minutes of last meeting

The minutes of the meeting held on 23 November 2006 at the National Library of Wales, Aberystwyth, were approved apart from changing mänge to manage in Minute 4 and CatalogueCymru to CatalogCymru in Minute 9.

4 Matters arising from the last minutes

There were none or they were already on the agenda.

5 ARCW Strategic Grants Applications

Chair reported that funding applications to CyMAL for a Virtual National Archive and Learning For All had been successful subject to a few minor rewrites. She read out CyMAL's letter of acceptance which stipulated a number of conditions. This would result in small reductions in the estimates due to a high number of other quality applications received. There was a need now to agree on the composition of the Project Management Group. Chair explained that ARCW will be the Project Management Board and that two of the conditions of acceptance was that the Programme Manager should be located at NLW and that the PMG should meet monthly.

The following volunteered to serve on the PMG: Elisabeth Bennett, Kim Collis, Claire Orr, John Davies, Gayle Evans, Mary Ellis, Eluned Jones, Gwyn Jenkins, Glyn Parry, Susan Edwards.

It was agreed that the incoming Vice-chair should also join the PMG.

It was also agreed that the PMG would initially meet monthly for the first three months of the project only.

6 Research and Development Officer's Report

Helen May presented a summary of her report and results.

She was asked how many face-to-face interviews had been held. She answered 500.

7 Future ARCW Strategy

Chair recalled that the previous ARCW strategy, Foundations of Our Future, expired last year and that there was now a need for a new strategy. Part of the strategy was already included in the CyMAL application bids. She was of the view that an away day similar to the Morlan meeting would be very beneficial. KC reported that he had looked at Foundations of Our Future and the action plan and noted that since 2004 CyMAL, which was the lead partner in many of the FoOF actions, now had its own strategy and action plan. He was of the view that a useful starting point would be a full audit of the 2004 ARCW action plan to see what has and has not been done. ME suggested that CyMAL and ARCW should develop a joint strategy in order to prevent duplication of effort and resources.

It was agreed:

(i) to hold a meeting similar to the Morlan meeting to be held in the week commencing June 4 to be arranged by Meryl Tomkinson of NLW.

(ii) to appoint a Facilitator and someone to write up the proposed meeting

(iii) to invite Andrea Johnson as guest speaker.

(iv) to explore the possibility of the meeting being funded by CyMAL and ARCW.

(v) that a joint CyMAL/ARCW strategy should be drawn up and that a joint working party composed of CyMAL/ARCW officers and any other interested members should meet before the proposed June meeting.

(vi) that KC should audit the previous action plan.

8 ANW Progress Report (circulated)

SE noted that with regards to para. 3 in the report that the issue of transferring data from ANW to CALM was not an issue for Glamorgan RO only but for all the record offices using CALM

It was agreed that ANW PMG should arrange another video conference.

[Post meeting note: the ANW PMG was subsequently disbanded and its responsibilities taken over by Archifau Cymru Archives Wales PMG].

9 CatalogCymru Progress Report (circulated)

Martin Locock had resigned and Gareth Haulfryn Williams had taken over his duties as a freelance. The scoring for collections of regional/national significance would not take place until after all the fieldwork had been completed. CatalogCymru PMG will meet in 4-6 weeks time to go through the scorings and draw up a list of potential candidates suitable for inclusion in a funding bid. The final report would be written afterwards as part of the follow up project.

It was agreed to invite an external expert to join the scoring panel.

GP reported that the LCSH mapping project had been completed and was now available on ANW's website.

10.1 Chair's Report

Chair had nothing to report.

10.2 Vice-chair's Report

10.2.1 European Funding Seminar

KC had attended a seminar on possible sources of European Funding that ARCW could bid for. He noted that it was quite difficult to get money from the EU for Virtual National Learning. There were a number of different funding streams available such as creating the information society, convergence funding and lifelong learning. Another possible source of funding was the European Intercultural Dialogue 2008 which had 10 million Euros set aside. Calls for bids for this funding stream was June 2007.

EJ also mentioned the Seventh Research Framework Programme which includes the Digital Library funding stream.

10.3 Secretary's Report

10.3.1 NLW Advisory Committee

GJ reported that NLW had invited ARCW to send a representative to join an advisory body, which it was setting up, called the Advisory Committee. The Committee would meet twice a year and was composed of thirty members; half of which had been nominated by themselves and the other half composed of representatives from organisations including ARCW. Representatives were expected to remain members for a period of four years.

It was agreed that ARCW should be represented by the Chair.

10.3.2 British Association of Local History

An invitation had been received from the Association to attend its Local History Day and the Phillimore Lecture on 2 June.

10.4 Treasurer's Report

10.4.1 HP reported that there was £2730 in the account.

10.5 Other Reports

Other reports were received from SE on LLUK Country Panel meeting, and Charlotte Hodgson on PSQG, NCA Council TNA Self-Assessment Panel, and CIPFA Archive Service Statistics Working Party.

11 CyMAL update

11.1 EJ's update

(i) a funding database was now available on their website

(ii) CyMAL was providing free places on the Welsh Libraries and Museum Conference entitled Building for the Future

(iii) Katherine Thomas was very pleased with the archives sector 85% response to her questionnaire for her Quantifying Diversity report. The final report was due to be published on 16 March

(iv) the next issue of CyMAL Journal was due in June

11.2 ME's update

(i) CyMAL had begun work on revising guidelines on Section 60 which would provide guidelines and templates from TNA's Self-Assessment Toolkit. The revised guidelines were scheduled for completion on 20 July and a couple of workshops would also be held in July. CyMAL had also commissioned research on how Section 60 relates to records management.

(ii) The meeting of CyMAL Advisory Council had been snowed off.

12 Any Other Business

12.1 Society of Archivists Wales AGM.

SM informed the meeting that the AGM would be held on 31 March at CyMAL's offices where Liz Bowerman of CyMAL and Dafydd Tudur of Culturenet would speak. She and Lucy Burrow were standing down as SoA Wales officers. Nominations for their respective posts had been received.

12.2 National MSS Conservation Trust

AR referred to an article on National MSS Conservation Trust in *Record Keeping* where it was noted that archive services were being transferred to trust arrangements and asked whether this was an issue in Wales. It seemed it was not as yet. TNA and partners were developing guidelines on this. AR enquired if ARCW would like to be included in the guidelines group.

It was agreed that ARCW should be included.

12.3 Resignation

JS noted that this was her last meeting as representative of the UW Aberystwyth course on ARCW.

12.4 Revised Agenda

EB noted that the revised agenda was part of a review of ARCW working practices agreed to at the AGM.

It was agreed to continue with the new formatted agenda.

12.5 Parliamentary Briefing

SE enquired whether the contribution on ANW to Parliamentary Briefing had been published and whether it was possible to have an electronic copy.

GP replied that the piece had been sent to NCA towards the end of last year but that it had not been published.

GP to circulate an electronic copy to members

13 Date of next meeting

The next meeting will be held at the National Library of Wales at 11.00a.m on Tuesday 10 July.