

Cyngor Archifau a Chofnodion Cymru Archives and Records Council Wales

Minutes of the meeting held on 10 July 2007 at the National Library of Wales, Aberystwyth.

Present: E. Bennett (Swansea U, Chair); J. Spence (ARCW); G. Jenkins (NLW); H. Palmer (Ceredigion); E. Jones (CyMAL); M. Ellis (CyMAL); S. Edwards (Glamorgan); K. Collis (West Glamorgan); C. Orr (Pembrokeshire); H. Malaws (RCAHMW); S. Davies (SoA); C. Harrington (Flintshire); K. Matthias (Denbighshire); A. Prescott (UW Lampeter); E. Thomas (Bangor U); G. Parry (NLW).

1 Welcome

The Chair extended a warm welcome to a well-attended meeting and especially to Steven Davies as the new representative of the Society of Archivists and to Jackie Spence as the newly appointed Programme Manager for Archifau Cymru Archives Wales. Chair also explained that a new item had been added to the agenda (Item 10)

2 Apologies

A Rhydderch (Gwynedd); A. Venables (Anglesey); J. Davies (Carmarthen); C. Richards (Powys); A. Rowley (TNA); G. Evans (NMW); J. Archer (Aberystwyth U); L. Burrow (Cardiff U).

3 Minutes of last meeting

The minutes of the meeting held on 17 March 2007 at the National Library of Wales were approved subject to the following change:

Minute 13: Date of next meeting

Change Friday 10 July to Tuesday 10 July.

4 Matters arising from the minutes

4.1 Research and development Officer's report

JS asked whether Andrea Johnson would get access to the raw datasets. Chair replied that she would.

5 Archifau Cymru Archives Wales (ACAW)

5(i) Programme Manager's report

JS gave a summary of the detailed progress report which she had placed on ACAW PMG's collaborative workspace.

- 1 Two consultants had been appointed, Andrea Johnson (Ask the People) and Chris Turner (Social Computing).
- 2 She had set up a collaborative environment for the PMG and for the project team.
- 3 Her trip to Canada had been worthwhile. She had met with fifteen various archivists and archival institutions. There were similarities between Wales and Canada, e.g. bilingualism, provincial/national strategy. She would maintain contact with those she had met in Canada, many of whom had expressed an interest in ACAW. A written report would follow.
- 4 She was going to arrange an away day for the PMG at TNA to learn from their user experience.

- 5 She and EJ were about to embark on a tour of the record offices.
- 6 The Inspiring Learning application had been submitted to CyMAL for consideration.
- 7 A project meeting has been arranged between herself, Andrea Johnson and Chris Turner to be held tomorrow (11 July).
- 8 She was to speak at the Society of Archivists Wales meeting on Friday 13 July.

5 (ii) Catalog Cymru (report circulated)

Martin Locock and Gareth Haulfryn Williams had not met to discuss the final report of Phase 2 of the project because of other commitments. The report has to be completed before Phase 3 can commence and the funding bid for Phase 3 has to be submitted this summer.

It was agreed to discuss the matter at the PMG to be held later that day.

GJ raised the last point in the circulated report, that is, confidentiality of the project database and whether it falls within FOI. GP replied that since all ANW partners are public bodies, and since the project was funded by CyMAL which is also a public body, then the database would fall within the Act.

It was agreed that JS should e-mail all partners to enquire whether there were any concerns about, or objections to, non-confidentiality.

5 (iii) ANW (report circulated)

Chair reported that three Record Offices (Anglesey, Pembrokeshire and Conwy) had agreed to test the migration of data from ANW to CALM and she thanked them for volunteering. SE asked when easy transfer of data would be available. JS replied that this depended on the results of current testing. SD noted that it was possible to copy and paste from ANW to CALM. GP agreed, but noted that it was not possible to copy and paste authority files or create links to the relevant descriptions.

6 Strategy Day

Chair apologised for the delay in holding the Strategy Day, but stated that it was important to get this right. Several facilitators had been approached and a facilitator who had initially agreed to facilitate had declined at the last minute. JS reported that Gwenda Williams had agreed to facilitate but that her costs were far higher than a previous estimate. The total cost would now be £2161 of which ARCW would contribute £1661 and a bid for a grant to CyMAL for the remaining £500 would be submitted. Chair explained that papers would be circulated before the Strategy Day to encourage and inform contributions, debate and participation. ARCW members and senior managers would be invited as will staff from CyMAL. Chair outlined the proposed programme as follows: Andrea Johnson would present a paper in the morning which would be followed by a number of breakout sessions which will decide on priorities, one of which must be ACAW. At the end of the day there will be an overview of the day's proceedings as well as drawing up conclusions. The strategy will then be produced from the conclusions. EB further explained that the proceedings would be minuted. The facilitator will also produce an independent report on the day's proceedings. JS informed the meeting that there were three potential dates available: 4, 17 and 18 September all of which were problematic.

It was agreed to hold the Strategy Day on 18 September.

GJ asked whether the day's proceedings would be held under Chatham House rules, i.e. non-attributable.

It was agreed that proceedings would be held under Chatham House rules.

7 National Occupational Standards (report circulated)

SE attended the Country Panel on 29 June. There was much discussion about CPD even though the archives domain already has CPD training. The meeting was attended by Arthur Emyr, a representative from the Olympics who was eager that Wales should get something out of it. He was much taken by the Cultural Olympiad which LLUK hopes to get involved in. AP suggested that we get in touch with Michael Moss of Glasgow whilst ME suggested that we should also get in touch with Isobel Siddons who has been seconded full time to work on Olympic Record. AP agreed to look into ways of tapping into any possible funding streams.

SE urged partners to respond to the LLUK Framework. ME raised serious concerns about the Framework. A meeting was scheduled for 24 July to discuss archives and records management and it was possible that nothing will go on the web (see SE's circulated report).

8 Officer's reports

8.1 Chair

She had chaired and arranged ACAW meetings and the Strategy Day via a considerable amount of e-mails and was monitoring reports on projects funded by CyMAL. She had also attended a meeting of NLW Advisory Group (her report e-mailed to members)

8.2 Secretary's Report

CyMAL Advisory Council (report circulated).

8.3 Vice-chair's report

Nothing to report.

8.4 Treasurer's report

All the subscriptions had been received and there was currently £2901 in the account.

9 CyMAL update

9.1 PSQG survey

CyMAL was seeking to fund ARCW partners to take part in the PSQG survey to be held in November and December. Funding would also be available for national bodies. Each participating institution would receive data on spreadsheets from the PSQG.

9.2 CILIP conference 2008

The 2007 conference had been extremely successful with representatives from the library, museum and archive sectors where joint sessions had been held in the morning and separate sessions had been held in the afternoon. Suggestions for a theme for next year's conference were invited. GJ suggested Cultural Olympiad and JS suggested Archifau Cymru Archives Wales user generated content and its three strands.

9.3 CyMAL Journal

The publication of the Journal had been delayed due to uncertainty over the appointment of a new Minister.

9.4 Quantifying Diversity Day

The Quantifying Diversity Day was to be held on 18 September at NLW following the publication of the report. The report was available on CyMAL's website and CyMAL would develop an action plan to commence in April 2008.

9.5 Evaluation of CyMAL grants scheme

Andrea Johnson had been commissioned to write an evaluation report on CyMAL's grant scheme. A draft should be completed by the end of July: the report will be available to ARCW members. KC asked whether lists of grants awarded were published. EJ replied that she would circulate grants awarded to libraries, museums, archives and Inspiring Learning.

10 Society of Archivists Wales

SD reported that the next meeting was scheduled for next Friday (13 July). He also hoped that a joint meeting between SoA Wales and ARCW would be held in October. A joint meeting with the South West of England was to be held in Gloucester. The Society was now becoming more like a trade union for members and was leaving advocacy to the NCA. SE stated that ARCW should be responsible for advocacy with the Welsh Assembly Government. ET then raised the subject of a National Record Office for Wales.

It was agreed to hold a joint meeting with SoA Wales possibly in the first week of October on diversity perhaps, including Katherine Thomas's report and case studies.

It was also agreed following discussions that a detailed discussion of a National Record Office for Wales was best left for the Strategy Day.

11 Any other business

SE reported that the new Glamorgan RO is to be located on a site which is part of the major development at Leckwith and which has space for potential future expansion. Caerphilly CBC took a proposal to the Connecting South East Wales board that the co-location of both Glamorgan and Gwent offices be considered as an option and this is being done.

12 Date of next meeting

The next meeting will be held on Friday 23 November 2007 at the National Library of Wales.