Cyngor Archifau a Chofnodion Cymru Archives and Records Council Wales

Cofnodion Cyfarfod Blynyddol Cyffredinol ac o gyfarfod busnes a gynhaliwyd ar 23 Tachwedd 2007 yn Llyfrgell Genedlaethol Cymru, Aberystwyth

.

COFNODION CYFARFOD BLYNYDDOL CYFFREDINOL

Presennol: E. Bennett (P. Abertawe, Cadair); J. Spence (CACC); G. Jenkins (LlGC); H. Palmer (Ceredigion); E. Jones (CyMAL); K. Collis (Gorllewin Morgannwg); C. Orr (Penfro); R. Granger (LLCC); P. Keelan (P. Caerdydd); S. Davies (CyA); C. Harrington (Fflint); C. Hodgson (Morgannwg); G. Parry (LlGC); C. Richards (Powys).

1 Croeso

Estynnodd y Gadair groeso cynnes i bawb ac yn arbennig i Peter Keelan a Ross Granger a oedd yn mynychu eu cyfarfod cyntaf.

2 Ymddiheuriadau

A Rhydderch (Gwynedd); A. Venables (Ynys Môn); K. Matthias (Dinbych); E. Thomas (P. Bangor); A. Rowley (AG); L. Burrow (P. Cardiff); A. Prescott (CP Llanbed).

3 Cofnodion y cyfarfod diwethaf

Cadarnhawyd cofnodion y cyfarfod blynyddol diwethaf a gynhaliwyd ar 24 Tachwedd 2006 .

4 Ethol swyddogion

Etholwyd y canlynol am 2007-08
Cadair: Kim Collis
Is-gadeirydd: Andrew Prescott
Ysgrifennydd : Gwyn Jenkins
Trysorydd: Helen Palmer

Wrth adael y Gadair diolchodd EB i bawb am eu cymorth yn ystod ei chyfnod fel Cadeirydd; roedd wedi bod yn fraint i weithredu ar ran CACC fel Cadeirydd ac roedd yn falch fod pethau yn symud yn eu blaen.

5 Nodau blynyddol

Mabwysiadwyd y nodau blynyddol dilynol ar gyfer 2007-08:
1 cwblhau adolygu arferion gweithredu cyfredol
2 adolygu strategaeth CACC a llunio cynllun busnes
3 coladu a hyrwyddo Archifau Cymru-Archives Wales
4 cydlynu gwaith CACC gyda datblygiadau eraill yn y DG gan gynnwys NCA

6 Unrhyw fusnes arall

6(i) Cynrychiolaeth CAAC ar NCA

Adroddodd GJ nad oedd yn gallu mynychu cyfarfodydd NCA yn rheolaidd.
Cytunwyd y byddai naill ai KC neu AP fel Cadeirydd ac Is-gadeirydd yn mynychu’r cyfarfodydd o hyn ymlaen.

6(ii) Pleidlais o ddiolch

Cynigiodd CH bleidlais o ddiolch i EB am ei gwaith a'i chyfraniad gwerthfawr. Eiliwyd hyn gan PC a phasiwyd y cynnig yn unfrydol.

COFNODION CYFARFOD BUSNES

Presennol: E. Bennett (P. Abertawe, Cadair); J. Spence (CACC); G. Jenkins (LlGC); H. Palmer (Ceredigion); E. Jones (CyMAL); M. Ellis (CyMAL); K. Collis (Gorllewin Morgannwg); C. Orr (Penfro); R. Granger (LLCC); P. Keelan (P. Caerdydd); S. Davies (CyA); C. Harrington (Fflint); C. Hodgson (Morgannwg); G. Parry (LlGC); C. Richards (Powys).

1 Ymddiheuriadau

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2 Cofnodion y cyfarfod diwethaf

Derbyniwyd cofnodion y cyfarfod a gynhaliwyd ar 23 Tachwedd 2007 yn y Llyfrgell Genedlaethol ar wahân i'r newidiadau canlynol:

Cofnod 5.1: newid ystafell sgwrsio i ofod gwaith cydweithredol
Cofnod 6: newid £1161 i £1661

3 Materion yn codi o'r cofnodion

Nid oedd yr un.

4 Archifau Cymru – Archives Wales

(i) Adroddiad Rheolwr Rhaglenni
(ii) Adroddiad Cynnydd Catalog Cymru
(iii) Adroddiad Cynnydd RhAC

Mae'r holl adroddiadau yn Atodiad A – Agendum 4

Holodd CH os gallai LlGC roi gwybod i'r archifdai drwy e-bost bob tro y bydd RhAC yn torri i lawr
Cytunodd LlGC

5 Strategaeth CACC

5(i) Diwrnod Strategaeth

Adroddodd KC fod proses o ymgynghori wedi cymryd lle gyda staff proffesiynol a rheolwyr hŷn yn bresennol. Roedd cynrychiolwyr wedi cyfeirio at yr un hen broblemau – diffyg adnoddau, adeiladau a'r anallu i gyflawni gweithgareddau, ond teimlai'r Gadair bod angen edrych ymhellach na hyn. Fodd bynnag, roedd consensws fod archifau yn symud i'r cyfeiriad cywir.

Yn ystod trafodaethau agored mynegodd yr aelodau a oedd yn bresennol yn y Diwrnod Strategaeth y sylwadau canlynol: roedd y gwahanol grwpiau yn rhy fawr i gael trafodaeth rydd ac roedd rhai archifwyr yn gyndyn i fynegi barn oherwydd presenoldeb rheolwyr hŷn; nid oedd digon o amser i drafodaethau grŵp; byddai'r digwyddiad wedi bod yn well petai wedi ei gynnal dros ddau ddiwrnod a chyda mwy o grwpiau: cymysg oedd barn y rheolwyr hyn - teimlai un ein bod yn edrych unwaith eto ar bynciau a drafodwyd ddeng mlynedd yn ôl; roedd un arall yn ei weld fel cyfleoedd a gollwyd; tra roedd un arall yn bositif iawn.

5(ii) Strategaeth

Roedd y Gadair wedi adnabod nifer o themâu - fframwaith cenedlaethol, adnoddau, marchnata, datblygu adnoddau ar-lein, datblygu'r gweithlu, a chadwedigaeth ddigidol. Awgrymodd EJ fod angen maniffesto lefel uchel ar gyfer archifau yng Nghymru a dylid ei lunio cyn diwedd mis Mawrth. Roedd cyfarfod rhwng swyddogion CACC a CyMAL wedi trafod cais i CyMAL i gyllido ymgynghorydd i lunio maniffesto o'r fath. Gallai Linda Tomos wedyn ei gyflwyno i'r Gweinidog. Trafodwyd y cwestiwn pwy mewn gwirionedd oedd eisiau maniffesto - CACC neu CyMAL, gan fod gan CACC Polisi Archifau Cymru gan CACC yn barod. Byddai arlliw gwleidyddol ar faniffesto ac am y rheswm yma nid oedd KC yn hapus gyda'r gair'maniffesto'. Nododd EJ mai proffil isel iawn oedd gan archifau yng ngolwg Llywodraeth Cynulliad Cymru o'i gymharu â'r ddau barth arall: byddai manifesto yn fodd i ddylanwadu ar wleidyddion ac yn gyfle i Linda Tomos sicrhau cyllid i CACC.

Cytunwyd i gyflwyno cynnig i CyMAL am gyllid i benodi ymgynghorydd i lunio strategaeth ar gyfer archifau yng Nghymru mor fuan ag sy'n bosibl.

6 Adroddiadau swyddogion

6.1 Adroddiad y Gadair

Roedd KC wedi mynychu cyfarfod rhwng swyddogion CACC a CyMAL i drafod y ffordd ymlaen a sut y gallai'r ddau gorff gydweithio. Trafodwyd y pynciau canlynol: ceisiadau am nawdd y flwyddyn nesaf; y ffaith nad oedd swyddogion CACC yn gallu cyflawni dyletswyddau CACC a'r ffyrdd i oresgyn hyn; eiriolaeth; cyfathrebu; a phriodoldeb cyflwyno cais am nawdd i CyMAL i benodi ymgynghorydd i roi cymorth gyda'r math hyn o broblemau. Gorchwyl yr ymgynghorydd arfaethedig fyddai: cyfathrebu gydag aelodau ac yn allanol; codi proffil yn debyg i swydd ran-amser CILIP; a rheoli cynllun gweithredu a strategaeth. Roedd CyMAL yn fodlon cefnogi nifer cyfyngedig o swyddi am gyfnodau yn hwy na blwyddyn (hyd at dair blynedd) ond ni allai warantu cyllid dimond am y flwyddyn gyntaf yn unig.

Trafododd y swyddogion y Grŵp Rheoli Prosiect (GRhP) a'r modd y mae AC-AW yn cael ei redeg. Trafodwyd yr amod a roddodd CyMAL wrth dderbyn ceisiadau am grantiau 2007-08, sef fod y GRhP i gyfarfod bob mis; yr angen i'r GRhP gymryd rôl fwy strategol ac y dylai drosglwyddo rhai agweddau o waith dydd i ddydd y rhaglen i'r Rheolwr Rhaglenni. Cytunodd CyMAL y dylid anghofio am yr amod i gyfarfod yn fisol ac y dylai GRhP gymryd rôl fwy strategol.

Cytunwyd i drafod yr uchod yng nghyfarfod GRhP a oedd i'w gynnal yn y prynhawn.

6.2 Adroddiad y Trysorydd

Cylchredwyd adroddiad y Trysorydd yn ystod y cyfarfod. Roedd £667.95 yn y cyfrif.

7 Newyddion CyMAL

7.1 Digwyddiad arfer dda

Roedd digwyddiad Arfer Dda i'w gynnal yng ngwesty'r Metropole, Llandrindod: manylion ar gael ar wefan CyMAL.

7.2 Grantiau

Fe fydd manylion am grantiau CyMAL ar eu gwefan yr wythnos nesaf. Bydd tri chynllun grantiau yn ystod 2007-08 Cynllun Grantiau Strategol: Cynllun Grantiau Her; a Chynllun Grantiau Bach yn ogystal â Grantiau Annog Addysg. Y datblygiad newydd am 2007-08 yw grantiau cynllunio prosiectau.

8 Cymdeithas yr Archifyddion

Ceir yr adroddiad yn Atodiad B – Agendum 8.

9 Unrhyw fater arall

9.1 Dysgu Gydol Oes DG

Adroddod CH fod LLUK wedi cynhyrchu adroddiad gyda chynllun deg pwynt a thrafodwyd yr adroddiad yng ngyfarfod Grwp Archifyddion Sirol Cymru: cylchredwyd ar adroddiad. Mynychodd SE gyfarfod yn Rhaeadr ac fe bwysleisiodd mai ymylol oedd archifau.

9.2 Academyddion ac Archifau

Adroddwyd fod Lucy Burrow, P. Caerdydd wedi mynychu digwyddiad a drefnwyd gan MLA yn dwyn y teitl Academyddion ac Archifau a oedd yn gwneud gwaith diddorol yn Llundain ac roedd hi'n tybio os oedd rhywbeth tebyg yn digwydd yng Nghymru.

Cytunwyd i ofyn i LB gylchredeg papur ar gyfer cyfarfod nesaf CACC.
[Nodyn: Ni wnaeth LB fynychu'r cyfarfod mewn gwirionedd ac o'r herwydd nid oedd modd iddi gyflwyno papur.]

10 Dyddiad y cyfarfod nesaf

Cynhelir y cyfarfod nesaf ar ddydd Gwener 7 Mawrth 2008 yn Llyfrgell Genedlaethol Cymru.

ATODIAD A: Adroddiad Rheolwr Rhaglenni (Agendum 4)

Social Computing and Ask The People

Commissions completed and reports submitted

Social Computing – the report lacks rigour and does not deliver the required evidence base to take forward into a bid. Currently exploring options to obtain that evidence. Pursuing quality issues concerning the report has taken up a disproportionate amount of both the Programme Manager's time and the PMG in a review cycle.

Ask The People – proposed some of her findings/personas at Strategy Day

Has incorporated feedback received there and from the PMG into her report. Report is currently under review; she has identified a number of willing strategic and delivery partners when it comes to defining specific projects.

Now need to tie the evidence to the funding body strategic priorities and pinpoint potential match funding. Looking at HLF Stage 1, JISC and EU FP7 bids this financial year. Require expertise in bid application and will be going to tender this month for this piece of work.

Inspiring Learning Through Archives

ILTA commission has commenced with Dr Lesley Walker conducting some preliminary research – she is very active and seems to have a wide and impressive range of contacts.

Developing the Vision

All archives and records offices in Wales have been visited by the Programme Manager, with one exception (visit to be arranged). Had meetings with NLW staff and have spoken at two SoA events. A collaborative space has been set up and all ARCW members now have access. Still have concerns about archivist community engagement – no take up of ArchifauCymru-ArchivesWales on Strategy Day, which was bitterly disappointing and little feedback from request for information about the collections. It is difficult to develop a vision if no-one is sharing it. Would like to explore ways of engaging with more junior staff, who may be more empathetic and enthusiastic to the technological aspects of the work. Met with HLF in Sept – main message seemed to be 'we don't fund websites and we won't consider another Linking Arms'. Visit to TNA – 10 people – good to see how Your Archives was working and to make contact with those actually operating the wiki – issues of moderation and language were discussed. Now have wiki capability for ANW – consulting with AJ on how to use this to elicit useful feedback on how ANW interface and functionality could be improved. Starting with bid writing next week – particularly for CyMAL grants which are likely to have an end-Jan deadline.

Catalog Cymru

Gareth has almost completed his report. Report will be anonymous – we agreed not to name specific offices, and I assume that this would extend to depositors. The confidentiality issue is more likely to apply to the database; FOI requests and sensitivity could be dealt with on a case-by-case basis?

Reach The People
AJ has been commissioned for the Audience Development Plan element of this work, which is planned for completion by end of this month; this is likely to slip.
Likely to be an underspend in this area as we cannot proceed until the ADP is established. Will seek a Variance of Grant to redirect funds into other programme activity; we have notably failed to budget for translation.

ANW
Questionnaires are being drafted to send to the record offices of Anglesey, Conwy, and Pembroke to test the migration of data from ARCW to CALM since the replies to the original testing all concentrated on problems with CALM itself rather than the migration. A workflow for cataloguing new fonds level descriptions on both CALM and ANW will be drawn up by Nigel Callaghan to be circulated to all the partners once the testing has been completed and data has been migrated to all the partners.

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ATODIAD B **Adroddiad Cymdeithas yr Archifyddion (Agendum 8)**

Report on last SoA meeting

Strategy Day – I was not able to report to SoA on the day as promised, as results had not been made available by the facilitator at the time. Feedback from me and SoA members was unfortunately negative; it had been thought that more outcomes would result after such a big build-up: it was felt that the day was too general in nature; too much "blue sky thinking" and not enough concrete issues addressed; no ownership of issues was apparent; and it repeated what had gone before. Was it more basic in nature, because of managers attending? It was seen as a first step, though, and the meeting hoped that more will follow when results and an action plan become available.

SoA Website – Wales section

Has now been updated – more minutes, bilingual minutes and recent presentations are now available to view. In future meetings will also be put on the website.

Regional Officers' meeting, Edinburgh

I attended this meeting which included talks on: the Society and MLA, post-spending review; Current position of the Sector; Leadership courses; Advocacy skills and experience in Scotland; Issues influencing archives communicating with Central Govt.

Changes in SoA budgeting were debated in the afternoon – expenses are to be voted on and to come from regional budgets in future. Concerns were expressed that this may disadvantage some regions as this includes travel costs. Jim Ranahan promises to address concerns and keep an eye on the situation with CfR officers' help.

Joint meeting with the SouthWest Region

This was hosted in Gloucester recently by the SW Region. We enjoyed a tour of the office, and talks on Oral History Digitisation, Advising on Museums' Archive holdings and Archives versus Museums Focus of Approach.

13th December – Llandrindod Wells – Advocating Archives

Is this a good opportunity to discuss the situation regarding advocacy in Wales, as many interested parties will be present? I need to report back to Peter Emmerson on the current situation and on future possibilities.

Next SoA meeting

This will be on 28th January at West Glamorgan. We hope to have a tour of and a talk about the new facilities, a visit by new SoA secretary John Chambers and a talk by Lesley Walker on 'Inspiring Learning through Archives'