

User Advisory Group Agenda		THE
		NATIONAL
2 <sup>nd</sup> March 2021, 10.30 am to 12 noon		ARCHIVES

Item	Approx. time	Subject	Presenter
1.	10.30 – 10.35	<b>Welcome and apologies for absence</b>	Val Johnson (Chair, Director of Research & Collections)
2.	10.35- 10.40	<b>Minutes and matters arising</b>	Val Johnson (Chair, Director of Research & Collections)
3.	10.40 – 10.50	<b>General update</b>	Val Johnson, (Chair, Director of Research & Collections) Caroline Ottaway-Searle (Director of Public Engagement) Lee Oliver (Head of Venue Management & Services)
4.	10.50 – 11.40	<b>Cataloguing reports</b>	<ul style="list-style-type: none"> <li>• Andrew Janes (Senior Archivist - Future Catalogue). <i>The state of the catalogue</i></li> <li>• Jone Garmendia (Head of Cataloguing, Taxonomy and Data). <i>Project Omega</i></li> <li>• Grace van Mourik (Senior Archivist Standards and Workflow) <i>Language and the catalogue</i></li> <li>• Roger Kershaw (Head of Strategic Operations and Volunteers) + a volunteer <i>Prisoners of War project</i></li> </ul>
5.	11.40 – 11.55	<b>Delegate submitted items:</b>	<ul style="list-style-type: none"> <li>• Reopening information including document ordering, photocopying, opening hours and availability of reader's aids (SM)</li> </ul>

			<ul style="list-style-type: none"><li>• 'Engaging Crowds' update (SM)</li><li>• Loss of zoom function on TNA's Palaeography tutorial (SM, GI, SA)</li></ul>
<b>6.</b>	11:55 – 12:00	<b>Forthcoming events and any other business</b>	Val Johnson (Chair, Director of Research & Collections)