



WCIA 'Temple Friends' Volunteering & Archives Projects, Summer 2024 Connecting WCIA's 'Peace Archives' to Local Communities and National Collections

Over Spring-Summer 2024, WCIA is receiving seed funding to participate in [OHOS - Our Heritage, Our Stories](#), an [AHRC funded](#) project managed by the University of Glasgow, which aims to support small community sector heritage organisations to integrate local digitised archives into UK national collections for future posterity, harnessing power of AI (artificial intelligence). WCIA will be using this project to build capacity for *online* public access to Wales' 'Peace Archives', and *onsite* volunteering and heritage work at the Temple of Peace going forward - reducing dependency on specific staff expertise by sharing this, and increasing scope for volunteer participation in WCIA through the network of 'Temple Friends'.

Timeframes: Key Project Activities / Events

Orange = Partnerships negotiation & reporting; Yellow = Project Preparation; Green = Activities / Delivery

When	What	Who
March 8-11	WCIA Project Scoping: plan & book Archiveathon Workshops dates, partnership discussions, wider team support, prospective volunteer and 'Temple Friends' projects	Craig + input from Emma, OHOS, NLW, WCIA team
March 20 (Wed)	Arrangements in place for Archives Assistant; Mayday event on Eventbrite / WCIA. Role Profile / Ad for Digital Heritage student placement.	Craig
March 22 (Fri)	OHOS Review of project plan	Craig + OHOS
March W27-T28	NLW meeting re: PCW and national collections	Craig + PCW
April 8 (Mon)	Draw together & review implementation plan; Temple Friends planning meeting; Post Feature article & Eventbrite sign-up. Shortlist Digital Archives placement.	Craig, Emma, Tom, Sam Craig, Sam, Faith
April W10-Th11 (week of 8 th)	Temple Library collections – priorities for digitisation; finalise Vol project briefs & start recruiting volunteers (including CU Insights placements).	Craig, Faith,
April W17 / F19	Interview Digital Assistant CU Placement. Commission pilot Library labels 4 test print.	Craig, Sam,
April W24 / F26	Interview Insights roles CU Placements. Finalise HR documentation. Prepare Temple Library & Archives for Archiveathon sessions and Vol projects. Update Instruction / 'how to' sheets, organise Google Drives, prepare .	Craig, Sam Rhiannon induction
May 1 Wed	Archiveathons Launch / insights & friends induction: intro & training, overview of archives & projects, 'how to' guides; Objectives setting for indiv vol projects, staff 121s Temple Friends meeting 5-6pm, Temple Tour 12.30-14.00.	Craig, Emma, Sam, Tom OHOS Attendee (PCW?) Temple Friends
May 8 Wed	Archiveathon Workshop 2. Pilot labelling of shelves, boxes and collections.	Sam Craig Rhiannon VTeam
May 15 Wed	Archiveathon Workshop 3	Sam Rhiannon VTeam
May 22 Wed	Archiveathon Workshop 4	Sam, Rhiannon, VolTeam
May 29 Wed	Archiveathon Workshop 5 – Full labelling of shelves, boxes and collections.	Sam Craig Rhiannon VTeam
June 5 Wed	Archiveathon Workshop 6	Sam, Rhiannon, VolTeam
June 12 Wed / week of 10 th	Archiveathon Workshop 7 Cutoff point for projects and activities feeding in to OHOS National Collections work (publications / good practice outputs to be produced by end June)	Sam, Rhiannon VolTeam
June 19 Wed	Archiveathon Workshop 8	Sam, Rhiannon, VolTeam
June 26 Wed	Archiveathon Workshop 9. Submit OHOS Reporting by end of June	Sam Craig
July	Feature article on completion of project, and outputs	Craig, Sam

Temple Friends Volunteering & Placement Projects, Spring 2024

'Big Picture' - the OHOS Project

Our Heritage, Our Stories: *Linking and searching community-generated digital content to develop the people's national collection* is a Discovery Research Project funded by the Arts and Humanities Research Council, as part of the *Towards a National Collection* programme. OHOS aims to take the first steps towards creating a unified virtual 'national collection' by dissolving barriers between different collections – opening UK heritage to the world. In the past two decades, communities have adopted digital technologies to gather and record their collections in a form of 'citizen history' that has created a truly democratic and vast reservoir of new knowledge about the past. This reservoir could immeasurably enrich our national and global understanding but remains largely untapped, hard to find, and at risk of disappearing altogether; it is 'critically endangered' due to technological and organisational barriers.

WCIA's contribution is as a 'local case study' of a small community organisation active in digital heritage generation and volunteer engagement, on extremely limited resources. Our outputs will be intended as practice guidance for similar groups, and integrated into advocacy recommendation to government and heritage sector strategic bodies.

Project Partners (+ Acronyms) and Key People

- WCIA Heritage Team (Craig, Sam)
- WCIA Volunteering Teams (Tom, Sioned, Chris) + Trustees (Emma, Ceri)
- Temple of Peace Friends network (including SGI UK, Peace Garden, UNA, NHS history partners)
- [OHOS](#), University of Glasgow
- National Library of Wales (NLW)
- People's Collection Wales (PCW)
- The National Archives (TNA)
- Cardiff University (Centre for Student Life / CSL placements scheme)

Anticipated Project Results / Outputs

- **Volunteering / Student Placement Projects** have created a range of new public heritage resources and Temple of Peace 'Friends' engagement initiatives, both onsite at the Temple and through digitisation of online materials accessible 20-50 years into the future.
- Wales' 'Peace Archives' and interpretive resources accessible via **People's Collection Wales** for long-term, with improved curation, collections management and navigation.
- Wales' 'Peace Archives' and library catalogues and interpretive resources are searchable / accessible via **The National Archives 'Discovery'** Portal
- Improved 'Peace Archives' portal and navigation through **WCIA / heddwch.cymru** website
- **Archiveathons Toolkit** adaptable for other organisations
- **Hidden Histories Toolkit** adaptable for other organisations
- **Digital Futurescaping Report** produced (with technological expertise) to guide WCIA's trustees / wider sector organisations.

Overall Project Objectives - we are all working towards...

1. **Digital Future for All** - WCIA's Peace Archives, digital publications & archives / library catalogues being accessible via national collections / search databases, now and 50 years hence.
2. **WCIA Capacity** - Temple Archives knowledge and organisation is less dependent on 1 individual / shared across WCIA team
3. **Temple Friends** - Onsite Volunteering activities can be recruited, supported and project managed across wider WCIA team (including but also beyond Heritage)

‘Temple Friends’ Volunteering and Placement Project Briefs - May-June 2024

Project	Coordination & Strategic Tasks For individuals in a leadership role	Project Tasks - For volunteers or work experience insights placements over a number of weeks	Day to Day Support Tasks For casual volunteers
1. Hidden Histories (HH) Publications	List all HH publications (+ ID gaps) Create task list and progress monitoring framework, QC templates Prioritise, grade / assess & then work through publications	Review each HH, ID & prioritise improvements Check & update all embedded hyperlinks to PCW collections Match PCW captions to HH content Apply formatting & design, fit to booklet PDF templates Replicate bilingual versions Upload each to PCW Update each HH on WCIA website Print hard copies of all HHs for Library	Reviewing individual HH content & links Applying design templates to HH publications Uploading completed HHs to PCW / WCIA Printing off & collating HH publications
2. Welsh Language Audit of heritage content	Table of heddwch.cymru webpages with bilingual status Create progress monitoring & QC / grading framework Prioritise and work through gaps	Grade bilingual status of each page / resource ID specific passages / resources for translation ID & correct broken / improveable hyperlinks Once translated, input updated content to CMS (<i>Content Management System</i>)	Welsh speakers: reviewing individual pages / resources Updating CMS
3. PCW Digital Collections Content Enrichment , captioning and user curation / navigation	Review PCW metadata s/sheet Curate list of Collections, grade quality of metadata in each Prioritise and work through	Work through collection by collection Metadata enrichment of titles, descriptions / captions, tags and collections curation, using Hidden Histories docs for reference. Input to spreadsheet for batch uploads, or direct to PCW for individual archive docs	Use HH docs to enrich captions and tags for indiv archive materials on PCW
4. TNA Discovery catalogues & navigation	From Temple Archives Catalogue , ID tabs / collections missing from Discovery & close gaps. (currently LNU , CEWC , FFHC & WCIA are online)	Upload catalogues / tabs for UNA Wales, UNA UK, IYS / UNA Exchange, Wales Africa Hub to Discovery Portal Undertake QC (quality control) checks on uploaded data Add completed TNC links to WCIA Peace Archives homepage.	Cataloguing of new (untouched) or incomplete archive collections
5. Peace Garden Memorials Trail at https://www.wcia.org.uk/peacegarden/	Review existing PGMT content, ID gaps in content, navigation and archival refs / resource links. Prioritise areas for completion. Create & apply QC template for consistent formatting. Oversee Content Management of whole ‘package’ Organise launch event, photos and features	Curate individual feature articles on specific memorials. Identify existing digitised materials on PCW / Flickr. Where necessary, migrate archives to PCW and / or upload new materials that illustrate stories behind memorials. Link PCW collections to PGMT features. Upload content to WCIA website and check user navigation. Check bilingual content is consistent. Produce offline leaflet replicating PGMT online info for visitors	Work on individual feature articles about specific memorials, using QC template and linking to digitised PCW collections. Design and print offline leaflet for site visitors
6. Peace Garden ‘Late Spring Clean’ Improvements	Adapt ‘downscaled’ work plan from funding bid submitted last Dec to WCVA Landfill Tax Community Scheme. Coordinate Temple Friends, gardening bees dates and Temple Friends Garden Party	Identify memorials requiring replacements, and explore range of costed options Organise gardening bee(s) sessions Curate memorial display on Helen Thomas / Greenham Common within Temple of Peace	Litter and garden tidying, weeding, plants Clean / repair memorials Paint / varnish and install benches, recycling bins
7. Book Reviews / Spotlights and Library Collection Summaries	Plan series of articles, and identify / prioritise books to spotlight; work (with other vols) to produce reviews.	Produce online content and offline cards / info (for display in Library)	Short, indiv feature articles reviewing books from Temple Library; Print ‘review cards’ for display in Library
8. ‘Archive of the Week’ features	Plan series of articles, and identify / prioritise archives / items to feature across a range of collections and themes	Produce online content and offline cards / info	Short indiv feature articles telling story of 1 specific item from Temple Archives & Collections

<p>9. Wikipedia articles & Wikimedia images / open source resources</p>	<p>Identify existing Wikipedia references that could be enriched through adding content from WCIA HHs, and / or uploading images from digitised archives. ID gaps / potential new reference articles (that would meet Wiki notability & impartiality standards)</p>	<p>Learn and 'train up' on Wikipedia editing, practice articles. Upload 100 (well captioned) images from Temple Archives to Wikimedia Commons for open source global access. Gradually work through feature articles, adding WCIA content & references / media resources.</p>	
<p>10. WNMA Health Heritage Archives</p>	<p>Building on Emma Snow's WNMA History book and Nov 2023 NHS75 event, oversee curation of WCIA Resources homepage and PCW Collections of WNMA and NHS Archival materials relating to Temple's Health History. Identify potential copyright issues and negotiate permissions / ID 'public benefit' workarounds. Guided by Emma, create a work plan for an 'archives pipeline'</p>	<p>Review Emma Snow's digitised archival images from her book research on WNMA at NLW Curate into collections and draft supporting interpretation Populate PCW Bulk Upload Spreadsheet input filenames / titles / descriptions / tags / metadata. Liaise with PCW team to upload Review and refine completed PCW collections content Develop WCIA 'History of Health' homepage into WNMA Hidden History feature, guiding users to PCW materials</p>	<p>Uploading of individual WNMA health archives collections Populate titles / descriptions / metadata</p>
<p>11. IYS / UNA Exchange Archives</p>	<p>Currently uncatalogued and mostly boxed in the attic, a start was made last year from which this work builds to ID and 'grade' materials worth retaining (or disposing), cataloguing and digitising. Guided by Sheila (ex UNA Director), create a work plan for an 'archives pipeline'</p>	<p>Disposals to recycling room (1st floor) 'High Value' archives – bring together into several boxes to be integrated into the Library Archives; Catalogue these 1st into Archives Spreadsheet Then digitise / photograph each archive doc, organise and title files ready for upload to PCW. 'Medium Value' archives – catalogue these 2nd, box them up and catalogue contents into Archives Spreadsheet.</p>	<p>Convey disposals from attic to recycling Catalogue individual box contents Photograph and title digitised files Upload to PCW as individual or multipart items (or via Batch Upload spreadsheet) Observe documents to enrich metadata with content descriptions, dates & tags.</p>
<p>12. European Archives</p>	<p>Oversee production of Peace Archives resources page on historic European Cooperation campaigns</p>	<p>As with 10 & 11 above, bring together archives relating to European integration work & campaigns in 1980s-90s. ID range of materials across Temple Archives & Library collections; digitise 'high value' items for upload to PCW; curate feature article about European Cooperation & Welsh campaigns, enrich with wider internet / library research</p>	<p>Digitise and upload high value archives to PCW</p>
<p>13. Wales in the United Nations</p>	<p>Feature article(s) / reference resource on Welsh people active in the UN, currently and historically - building on 'Uniting Nations' Hidden History feature</p>	<p>Drawing on Lowri's knowledge, identify individuals of Welsh heritage currently active in UN agencies internationally; draft short paragraph outlining their roles and find public domain portraits. Where possible / appropriate, make contact and ask if they would like to review / contribute, or even record individual feature interviews</p>	<p>Research and write up short features on individual Welsh UN figures</p>
<p>14. Soka Gakkai International Collection and Action Resources</p>	<p>Support SGI members to contribute towards present day peace building efforts through WCIA as a platform / channel for action</p>	<p>Catalogue SGI Library Collection, spotlight individual books / archives, curate feature article / user guide to stimulate use. Explore and ID Peace Heritage resources that would inspire & provide 'hook' for SGI members to take action, develop action guide.</p>	<p>Catalogue collection Individual book reviews</p>
<p>15. WCIA50 'Artist in Residence'</p>	<p>Support a number of artists to contribute responses reflecting on half a century of Welsh peacebuilding efforts from 1970s to present, particularly spotlighting WCIA / Temple of Peace but also its Wales-wide communities of impact</p>	<p>TBC with Tessa</p>	<p>TBC with Tessa</p>

4. Supporting Onsite Temple Volunteering – WCIA Resources

WCIA are a small international affairs charity based at Wales' [Temple of Peace & Health](#), supporting public engagement with global learning, activism and partnerships. With historical roots in the post-WW1 [Welsh League of Nations Union](#) and post-WW2 [United Nations Association](#) (UNA) Wales, WCIA since 2016 have integrated 'peace heritage' into work with communities and volunteers Wales-wide (as exemplified by the current [Women's Peace Appeal Centenary](#) project)

Track Record of Peace Heritage Opportunities

Impactful projects over recent years have developed [Peace Archives](#), [Temple Tours](#) and [Library access](#), the [National Garden of Peace](#), research support & features on [peacemakers histories](#), and a very highly regarded programme of [heritage volunteering](#). We have put considerable energies into [digitisation of materials](#) for public access, on People's Collection Wales and Flickr (but with much material still unprocessed). Over Summer 2023, student placement Sam Mutter consolidated these materials into more clearly defined digital collections on PCW, laying the groundwork for an online '**Peace Archives for Wales**'.

WCIA's digitised archival materials and feature articles are brought together online at [heddwch.cymru](#), a dedicated part of WCIA's existing website. However, all websites are superseded by new infrastructure and digital technologies usually within 5-10 years, so for materials to be accessible 50-100 years hence, WCIA need to put arrangements in place now – to 'futurescape' Wales' digital peace heritage.

Useful References from recent heritage volunteering activities

- [WCIA Peace Heritage - homepage](#)
- [Temple of Peace & Health](#) heritage overview
- [Temple Archives & Collections](#) (including links to archives & library catalogues), organisational and thematic collections.
- [Digitised peace archives materials](#) – overview and quick links
- [Peacemakers 'Hidden Histories'](#) feature articles
- [Spring 2022 Risk Audit Report](#) on Temple Archives & Collections by Kevin Bolton
- WCIA Post COVID [Heritage Recovery Plan](#), December 2020
- People's Collection Wales '[Wales for Peace](#)' account
- Wales for Peace '[Flickr](#)' account



Bringing Volunteering under banner / umbrella of 'Temple Friends'

Over the last year there have been efforts to establish a '[Temple Friends](#)' support network, chaired by Dr Emma West. This was driven by concerns to safeguard the 'public purpose' and future of the building, following change of ownership from Public Health Wales to Cardiff University: to champion its role as a civil society and community space gifted to the people of Wales, honouring the founding missions for Peace and Health, and protecting the grade 2 listing from commercial developer interests, or institutional indifference to heritage.

With threats having subsided, there is need & desire to channel the goodwill, energies and interests of Temple Friends into positive activities that will foster '*peacebuilding in our peace building*'. 2023-24 is notably [WCIA50, WCIA's 'Golden Anniversary' year](#), over which a strategic review of the whole organisation's work and direction is being undertaken. It makes sense to bring onsite volunteering initiatives under the 'banner' of Temple Friends.

Integrating Temple & Heritage Projects into WCIA Volunteering

Over recent years, most onsite volunteering activities and placements with WCIA have been classified either as 'Heritage' or 'Communications', with those volunteers being allocated to members of staff for day-to-day line management, mentoring and support. This has become increasingly challenging post-pandemic as staff roles have become more part-time (on decreased core funding), and work remotely (so are not available onsite). By 2024, WCIA have several dedicated members of staff employed to support volunteering and learning activities; but no Communications role, and the (part-time, remote working) Heritage Advisor post requiring new capacity / arrangements beyond 2024.

A review of prospective volunteering projects for 2024 highlights that many are not heritage-specific: they do not require the expert input and daily supervision of a heritage *specialist*. There remains considerable demand for volunteering and placement opportunities and work experience, as well as offers of support through 'Temple Friends'. The experiment of Summer 2024 will be to bring **onsite Temple of Peace volunteering projects (across a range of activities, heritage and beyond) under the banner of 'Temple Friends'; and to build capacity and knowledge to support these through WCIA's Volunteering Team.**

Contributor Briefs

Brief(s) for **Volunteers and Temple Friends** – TBC

1. Each volunteer to be allocated to a **specific project** (see pages 3-4); Objectives, outputs and timeframes agreed at initial session/s (with Heritage Advisor, Archives Asst and Vols team), with monitoring and mentoring each Wednesday session.
2. **Wednesday Archiveathons** will provide the anchoring 'team days' for onsite Temple work, archives access, group discussions and project mentoring.
3. **Other days** can be organised in liaison with WCIA's Volunteering Team, so they can arrange to be onsite for support & access; vols can also progress work remotely / online / from home.
4. **Volunteer Leaders** play a role supporting other volunteers to deliver a team project or suite of related outputs (such as the Peace Garden Memorials Trail, SGI Collections action guides, WNMA Archives or UNA Exchange / IYS Archives digitisation pipelines).
5. **Project Placements** work towards creating specific products and outputs over several weeks (eg Wikipedia articles, digitising & uploading selected UNA / Health collections,
6. **Casual Volunteers** undertake day by day tasks such as library / archives cataloguing, book reviews, gardening bees, storage organising, painting & prep of display items, etc.

Support from **Archives Assistants** – Sam Mutter & Rhiannon Day

1. Attend **Wednesday afternoon Archiveathon** workshops to guide others on navigating archives, and preparing digital preservation outputs.
2. Provide **support to volunteers**, Digital Assistant, and WCIA Vols Team to guide them through...
3. Managing and improving navigation of WCIA's digitised and onsite archives, collections and library resources (using and updating existing catalogues and online search resources)
4. Updating WCIA's Hidden Histories publications (and other Peace Archives guides) as downloadable PDFs with embedded links to present PCW materials / external resources, and adding these to PCW.
5. Oversee '**archives pipeline process**' for volunteers working on new (undigitized) collections: Assessment → cataloguing → prioritisation / selection of 'higher value' items → digitisation → upload to PCW → captioning & metadata → curation into online collections
6. Oversee improved curation, captioning & tagging of digital collections on PCW + catalogues on National Archives.

