

Grant reference no:

ENDANGERED ARCHIVES PROGRAMME

INTERIM REPORT

This form should be used to report on progress as scheduled in the Grant Agreement (Schedule 2 for projects from 2018 and Annex A for earlier projects).

Please submit this form two weeks before the beginning of the month of the scheduled payment date and only once the content and metadata have been signed off by the EAP team. Grant payments will not be made until a satisfactory report has been received.

This form may also be used to accompany a Change Request; please expand on Questions 3, 4 and 5 in the space provided for Question 6.

Please save this document as a PDF or Word document, renaming it with the EAP reference and report number as follows: **EAPxxx_interim_report_xx** and email it to:

endangeredarchives@bl.uk

1 Grant details

Name of Grant Holder	Thillainathan Kopinath
Project title	Sri Lankan Tamil Palm-Leaf Manuscript Library
Type of grant (pilot/major)	Major
Start and end dates (dd/mm/yy – dd/mm/yy)	01/10/2023-30/09/2025
Reporting period (from – to)	01/04/2024-30/09/2024
Report number (1, 2 or 3)	2

2 Statement of expenditure to date

Please summarise using the budget headings in your contract. Provide figures in GBP ONLY. Add any relevant notes in the box provided on the last page.

	Amount awarded (£)	Expenditure to date (£)	Outstanding (£)
Salaries	31,200	11301.39	
Equipment & consumables	7,700	5799.89	
Travel & subsistence	3,840	1028.56	
Training costs	1	1	-

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Other costs

TOTAL

4,880	775.24	
47,621	18,906.08	28,354.92

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3 The content

Metadata:
Signed off by Curator

Date submitted _____ Date approved _____

Sample content:
Signed off by Curator

Date submitted _____ Date approved _____

Please cover the following (max300 words – do not expand the box): number of items digitised and number of files delivered; percentage of the content that has been digitised so far; number of new entries on the metadata template since last submission. How much remains to be done? If there is a delay, how do you propose to address it? Summarise any relevant email exchanges with the EAP team.

The main component of this project is to digitise 70,000 leaf-sides (pages) of approximately 200-300 manuscripts.

During the second 6 months of the project, we have digitised 23,594 leaf-sides of 281 manuscripts. So a total of 46,790 leaf-sides of 373 manuscripts have been digitised so far. This is 66.8% of the project target.

Metadata for the first 92 manuscripts (23,196 leaf-sides) are completed and finalised during this reporting period. This is 33% of the project target.

We have also created draft metadata for a further 184 manuscripts (18,886 leaf-sides) in Tamil. These entries have to be finalised and translated to English. We expect to finalise the entries during the third quarter of the project.

During this reporting period, we identified more than 50 source donors with approximately 20,000 palm-leaf pages. As the total number of manuscripts exceeded the number of manuscripts identified via this project and additional manuscripts would be considered for future projects.

According to the second component of this project, drafts of the handbook have already been designed, which will contain the individual descriptions of the manuscripts, bibliographic references to published and unpublished works, lists, assessment of the importance of the manuscripts etc. For that, Metadata officers have started to enrich the metadata sheet of EAP1056, EAP1260 Projects.

4 The project team

Please include the following: (c.200 words) if there have been any changes to the team as named on the application, or any gaps; how you intend to fill these and what impact this might have on the project timetable. What training has taken place or is planned? Summarise relevant email exchanges with the EAP team.

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By March 2024, Aitheepan Thavarasa, Part time field researcher, had informed us that he got transferred to another part of Sri Lanka, therefore unable to fulfil the expectations. Aitheepan had worked with us during EAP1056 and EAP1260 as well. He continues to support the project as a volunteer. Sooriyapathy Sooriyakumar has joined us as our Part-time field researcher and has started to work with the team.

During April 2024, Arulappu Jesington Lember, Full time field researcher informed us that he got an opportunity to follow his higher studies. By early June 2024, we hired Muhunthavaasan Rassarathinam as our new full time field researcher.

As the field researchers are working as a team, the new recruits are able to work with the existing team and gain the necessary training and experience. We continue to hold monthly virtual meetings to discuss the experiences, challenges and opportunities of field work. Field researchers of other projects of Noolaham Foundation join these meetings as well.

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5 The project plan

In c.350 words please cover the following: rights and access; any delays so far and how they have been addressed; any anticipated changes to the plan and how you propose to keep on track.

This project builds on the methodologies and lessons from the successful EAP 1056 and EAP1260 projects and we are able to continue from where we left. So there will not be any major changes in the project plan.

As most of the manuscripts digitised in this project are well over 100 years old, we do not have copyright issues. We are working continuously to create awareness in the community about the importance of digitization of endangered manuscripts.

We are planning to organise an event to release the handbook at the end of the project. We expect this would create more awareness about endangered manuscripts and the Endangered Archives Programme as well.

Initially, we expected to digitise 70,000 leaf-sides (pages) of approximately 200-300 manuscripts. But the number of manuscripts has already exceeded 300 with only 66% of the digitization completed. So we will be creating more metadata entries than originally planned. If any additional time is required to create the metadata entries, we may consider requesting a slight extension of the project period. But there will be no changes to the budget.

6 Please use the space below for any further comments or thoughts about the project so far

*If you are using this form to accompany a **Change Request Form** please summarise below the need for any change to the project, but bear in mind you need approval from the EAP team BEFORE making any changes to your project. Continue overleaf if necessary.*

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6 (cont'd) – further comments

I confirm that the information provided in this report is accurate and up to date.

Signature of Grant Holder

Date

Grant reference no:

Countersigned by a representative of the Host Institution (or Local Archive Partner for Independent Researchers)

I confirm that this is a true reflection of the status of the project and accurate statement of expenditure to date of funds awarded under the Endangered Archives Programme

Signature

Date

Name

Institutional stamp
(if available)

Email address

Position in Institution

Institution