



**Report on UK Applications and Awards
for Archive Service Accreditation
(June 2015-May 2016)**

This report offers an overview of how the rollout of Archive Service Accreditation is progressing across the UK since its launch in June 2013, with a particular focus on the rollout period June 2015 to May 2016. It outlines how applicant archive services are achieving against the standard both at module and at requirement level, as a preliminary indicator of the areas of greatest strength across UK archives, and those areas of ongoing development need.

The report provides the following information:

- 1) Number of applications for Archive Service Accreditation across the UK
- 2) Number of archive services who were awarded Archive Service Accreditation across the UK
- 3) Applications by type of archive service
- 4) Validation visits undertaken by assessing bodies
- 5) Achievement at module level
- 6) Achievement at requirement level
- 7) Analysis of requirement and improvement actions

This report is based on the total number of applications reviewed for Archive Service Accreditation by an Archive Service Accreditation Panel. It does not include applications whose review was deferred by a Panel, other than in Sections 1-3 of the report (Number of applications for Archive Service Accreditation across the UK), as these applications do not have a confirmed outcome or assessment. 2015-16 saw a range of applications from three of the home nations, England, Scotland and Wales.

The appendix holds further statistical information about Archive Service Accreditation for 2013 to May 2015 for reference where this has not been included in the report.

1) Number of applications for Archive Service Accreditation

	Total	England	Northern Ireland	Scotland	Wales
Number of Applications (2013 to May 2014)	14	12	0	1	1
Number of Applications (June 2014 to May 2015)	14	10	0	2	2
Number of Applications (June 2015 to May 2016)	20	15	0	2	3
Total Number of Applications (2013 to May 2016)	48	37	0	5	6

Since the launch of Archive Service Accreditation in June 2013, forty-eight archive services have completed an application for Archive Service Accreditation across the UK – thirty-seven in England, five in Scotland and six archive services in Wales.

The total number of applications across the UK for 2015-2016 has increased compared to previous years, with increased number of applications to assessor bodies in both England and Wales.

The figures for June 2015 to May 2016 (England) include an application which was previously deferred from June 2014 to May 2015. The figures for the period June 2015 to May 2016 also include a further new application which was deferred by an Accreditation Panel. The Panel can advise deferment of an application if the archive service is undergoing a period of significant change, for example change in governance or change in service offer. In this case the application was deferred by the Panel as the service was undergoing a period of significant reduction in the level of service it was able to offer. The Panel advised on reapplication once the situation had stabilised.

2) Applications by type of archive service

Archive Service Accreditation uses formal [scalability](#) to identify the types of archive service applying and to outline the expectations for different types and sizes of archive service. We here share the breakdown of types of archive services according to that scalability.

Application by type of archive service

<u>June 2015 to May 2016</u>	Total	England	Northern Ireland	Scotland	Wales
Local authority type 1	0	0	0	0	0
Local authority type 2	11	9	0	0	2
Other public sector type 1	0	0	0	0	0
Other public sector type 2	4	2	0	1	1
Private and third sector type 1	1	1	0	0	0
Private and third sector type 2	2	2	0	0	0
Private and third sector type 3	2	1	0	1	0
Total	20	15	0	2	3

(Figures include deferred application)

Applications from archive services identified as belonging to the group *Local authority type 2* (which includes all local authority-based Places of Deposit in England and Wales, even if their overall size of collection and audience is small) still represent a significant percentage of all applicants (55%), slightly more than for the same period 2014-2015 (50%).

Other public sector type 2 is the second largest group in terms of applications and includes archive services from across England, Scotland and Wales. This group includes national bodies constituted by an Act of Parliament and other bodies with a national remit in their constitution or their description of holdings, and in this case represents the National Library of Wales, and a number of university archives.

Applicants this year included the first on the scalability indicator *Private and third sector type 1*. This was an archive within a museum that had participated during the pilot stage of Archive Service Accreditation.

Private and third sector remains the smallest group of applicants. The programme has focused this year on communicating and dedicated training for smaller repositories to encourage them to work with Accreditation, if not yet to apply.

The spread of applications from the types of archive services across the home nations reflects the planned rollout programme across each of the home nations. For example, for The National Archives, as assessor body in England, local authority archive services which are Places of Deposit are a priority group during the initial rollout, but archive services which were ineligible to participate in previous standard schemes are also encouraged to apply for Archive Service Accreditation. The Welsh Government is inviting local authority archive services to apply for accreditation according to an agreed timetable. In Scotland, the Scottish Council on Archives and National Records of Scotland manage limited assessment capacity for the scheme's early years.

3) Number of validation visits undertaken by home nation assessor bodies

When assessing an application for Archive Service Accreditation, assessor bodies can also make a visit to the applicant archive service. This is an opportunity for the assessor to validate elements of the application, review any documentation not suitable to be submitted as part of the application, and also to view the site.

The home nation assessor bodies are:

- The National Archives (TNA) for England
- Public Record Office of Northern Ireland (PRONI) for Northern Ireland
- National Records of Scotland (NRS) and Scottish Council on Archives (SCA) for Scotland
- The Welsh Government Museums, Archives and Libraries Division Wales (MALD), for Wales

June 2015 to May 2016	TNA	PRONI	NRS/SCA	MALD
Yes	100%	N/A	100%	100%
No	0	N/A	0	0

In Scotland and Wales, where the assessor bodies have committed to visit to 100% of applicant services, this has been achieved. In England, where the policy is to visit a minimum of 25 % of applicant archive services at each round, The National Archives have achieved 100 % visits by the assessment team, due to the relatively small number of applicants during this period and the need to train the assessment and peer review teams. Site visit percentages will reduce for some assessor bodies from late 2016 as Accredited Archive Services start to reach the check-in stage and do not all require site visits.

4) Number of archive services awarded accredited status

The award of Archive Service Accreditation is decided by the Archive Service Accreditation Panel. There are three potential outcomes:

- Accredited: The archive service has demonstrated that it meets the standard
- Provisionally Accredited: The archive service is close to meeting the requirements of the standard. Provisional Accreditation is awarded for up to two years so one or two significant areas of development can be addressed.
- Not Accredited: The archive service requires development in significant areas to meet the standard.

<u>June 2015 to May 2016</u>	Total	England	Northern Ireland	Scotland	Wales
Accredited	18	13	0	2	3
Provisionally Accredited	1	1	0	0	0
Not Accredited	0	0	0	0	0

Eighteen archive services were awarded full accreditation by the Archive Service Accreditation Panel and one archive service was provisionally accredited.

The Archive Service Accreditation Panel July 2015 also approved the move from provisional to full accredited status for an archive service presenting at an earlier panel.

For the total number of accredited archive services 2013 to May 2016 see appendix A.

5) Achievement at module level of Archive Service Accreditation

Each application receives an overall assessment at each of the three modules within the Accreditation standard, in addition to a detailed assessment against each requirement or sub-requirement. A 'Not Met' in any module would make Accreditation impossible to award.

June 2015 to May 2016	Met	Partially Met	Not Met
Organisational Health	18	1	0
Collections	18	1	0
Stakeholders and their Experiences	18	1	0

Eighteen of the accredited archive service met the standard overall for Organisational Health. In the case of the archive service that partially met the standard it was felt that staffing reductions had left the archive service with restricted capacity to deliver although the onsite service remained effective.

Eighteen of the accredited archive services also met the standard overall for Collections. In the case of the archive service that partially met the standard, the limited non-purpose-built facility combined with limited staffing capacity was felt to restrict development in this area.

Eighteen of the accredited archive services also met the standard overall for Stakeholders and their Experiences. In the case of the archive service that partially met the standard it was felt that the archive service failed to provide a reasonable standard of access to its stakeholders with no direct access to catalogues for researchers.

6) Achievement at requirement level of Archive Service Accreditation

Each application also receives a specific assessment against each requirement or sub-requirement of the standard. This allows a more in-depth analysis of how an archive service performs against each element of the standard.

a) Requirements for Module: Organisational Health

Organisational Health checks those areas which underpin the long term acquisition, preservation and accessibility of archive collections.

June 2015 to May 2016	Met	Partially Met	Not met
1.1 Mission Statement	19	0	0
1.2 Governance	18	1	0
1.3 Forward Planning	18	1	0
1.4 Resources: Premises	15	4	0
1.5 Resources: Finance	19	0	0
1.6 Resources: Workforce	17	2	0

All nineteen services were assessed as meeting two out of the six requirements fully. These requirements are **1.1 Mission Statement** and **1.5 Resources: Finance**.

With regard to requirement **1.4 Resources: Premises** 79% met this requirement fully. Where archive services did not satisfy this requirement, this represents a lack of expansion space for storing collections – either analogue or digital – and in some cases a lack of reading room space or back office space.

Eighteen of the nineteen (95%) applicant archive services were assessed as meeting requirements **1.2 Governance** and **1.3 Forward Planning** fully. With regard to **1.2 Governance**, the archive service that was assessed as partially meeting this requirement was felt to have limited opportunities for upward reporting on ongoing business. With regard to requirement **1.3 Forward Planning**, it was felt that the archive service assessed as partially meeting this requirement should include major future strategic developments within their forward plan.

89% of applicant archive services were assessed as fully meeting requirement **1.6 Resources: Workforce**. In the case of the two archive services that were assessed as partially meeting this requirement, it was felt that staffing capacity was significantly stretched in relationship to the range of activities undertaken by the services.

2013 to May 2016

	Met	Partially Met	Not met
1.1 Mission Statement	46	0	0

1.2 Governance	44	2	0
1.3 Forward Planning	42	4	0
1.4 Resources: Premises	36	10	0
1.5 Resources: Finance	46	0	0
1.6 Resources: Workforce	44	2	0

Requirement **1.4 Resources: Premises** continues to be the weakest area and for the first time two archive services were assessed as partially meeting requirement **1.6 Resources: Workforce**.

It is worth making clear that in terms of services where decisions were deferred, and so not counted in this analysis, a key weakness was perceived to be around requirement **1.5 Resources: Finance**, and a lack of clarity or significant reduction in this area.

b) Requirements for Module: Collections

The Collections module examines an archive service's capability to develop, maintain information about and care for its collections.

June 2015 to May 2016	Met	Partially met	Not Met
2.1 Collections Management	16	3	0
2.2.1 Collections Development Policy	19	0	0
2.2.2 Collections Development Plan	13	6	0
2.3.1 Collections Information Policy	18	1	0
2.3.2 Collections Information Plan	12	7	0
2.3.3 Collections Information Procedures	19	0	0
2.4.1 Collections Care Policy	16	3	0
2.4.2 Collections Care Plan	19	0	0
2.4.3 Collections Care Procedures	9	10	0
2.4.4 Disaster Recovery Plan and Procedures	18	1	0

In this module, all nineteen applicant archive services were assessed as meeting the requirement **2.2.1 Collections Development Policy**, reflecting the widespread adoption of collecting policies across the sector.

68% of applicant services met the requirement **2.2.2 Collections Development Plan**. Lack of expansion space which limited proactive collecting was a key issue for some of the remaining archive services. Other issues included lack of transfer of key business records, including transfer mechanism for born digital records, limited planning around delivering the Collections Development Policy, and a need to identify gaps and weaknesses in current collecting. 84% of applicant services were assessed as meeting requirement **2.1 Collections Management**. It was felt that in the case of those archive services that were assessed as

partially meeting this requirement an overall statement on managing collections would bring together collection management activities within the service.

95% of applicant archive services were assessed as meeting the requirement **2.3.1 Collections Information Policy**. The archive service that was assessed as partially meeting this requirement has standards-based cataloguing plans rather than a Collections Information Policy, similar to examples seen in previous years. 63% of applicant services were assessed as meeting requirement **2.3.2 Collections Information Plan**. Assessment at partially met usually reflected a particularly challenging level of backlog for the service. Procedurally, applicant services were strong.

In the area of collections care, applicant services were generally well aware when there were limitations on the quality of preservation they could offer. An assessment of partially met in policy and/or procedures in this section reflects effective on-going management of potentially problematic storage, including building management systems. The Accreditation Panel has set this down as a precedent.

2013 to May 2016

2013 to May 2016	Met	Partially met	Not Met
1.1 Collections Management	42	4	0
2.2.1 Collections Development Policy	45	1	0
2.2.2 Collections Development Plan	34	12	0
2.3.1 Collections Information Policy	35	11	0
2.3.2 Collections Information Plan	30	16	0
2.3.3 Collections Information Procedures	44	2	0
2.4.1 Collections Care Policy	40	5	1
2.4.2 Collections Care Plan	41	5	0
2.4.3 Collections Care Procedures	26	19	1
2.4.4 Disaster Recovery Plan and Procedures	44	2	0

Since the launch of Archive Service Accreditation in June 2013, applicant archive services have demonstrated strength in overall collections management, at policy level in Collections Development and Collections Care, Collections Information Procedures and Disaster Recovery Plan and Procedures.

In many cases lack of expansion space which inhibits proactive collecting is reflected in the overall assessment for requirement **2.2.2 Collections Development Plans**.

Significant cataloguing backlogs are again reflected in the nature of assessments under requirement **2.3.2 Collections Information Plan**.

56 % of applicant archive services were assessed as meeting requirement **2.4.3 Collections Care Procedures**. Where archive services failed to meet this requirement in full, this was

due to ongoing problems with environmental conditions within the repositories, including some risk of water ingress in some cases.

c) Requirements for Module: Stakeholders and their Experiences

This module checks an archive service’s ability to provide and develop access to its collections, in response to its community’s needs.

June 2015 to May 2016

June 2015 to May 2016	Met	Partially met	Not met
3.1 Access Policy	16	3	0
3.2.1 Understanding Audiences	16	3	0
3.2.2 Analysing Audiences	15	4	0
3.2.3 Planning for Audiences	18	1	0
3.3.1 Information on Access	17	2	0
3.3.2 Procedures for user access	19	0	0
3.3.3 A variety of means of access	18	1	0

All nineteen applicant archive services met the requirement **3.3.2 Procedures for user access**. This is in line with expectations that the vast majority of archive services have established routine means for users to consult original materials.

79% of archive services met the requirement **3.2.2 Analysing Audiences**. Those archive services that were assessed as partially met under this requirement were felt to have insufficient mechanisms in place to gather feedback to feed into ongoing development of the service or new audiences. Similarly, in the case of **3.2.1 Understanding audiences**, archive services that were assessed as partially meeting this sub-requirement were felt to collect insufficient information about the needs of some of their stakeholder groups, for example potential users of the archive service or users of their online services.

Where archive services were assessed as partially meeting requirement **3.1 Access Policy** this was due to a number of different reasons, for example a lack of a single policy leading to potential lack of clarity for users, restrictions on information published on the website, or an out of date policy.

2013 to May 2016	Met	Partially met	Not met
3.1 Access Policy	40	6	0

3.2.1 Understanding Audiences	42	4	0
3.2.2 Analysing Audiences	41	5	0
3.2.3 Planning for Audiences	44	2	0
3.3.1 Information on Access	44	2	0
3.3.2 Procedures for user access	45	1	0
3.3.3 A variety of means of access	45	1	0

The spread of assessed requirements and sub-requirements can be explained as in the commentary above. In the case of requirement 3.1 Access Policy, for archive services who partially met this requirement, this was due to the policy needing formal approval, the need to include access restrictions in the access policy, the absence of an overarching access policy, or a need to review the access policy in the light of current ambitions of the archive service.

7) Required and Improvement Actions

Every archive service receives feedback on their application for Archive Service Accreditation reflecting how their service performs against each requirement of the standard. Part of this feedback is in the form of required and improvement actions which provide guidance on where the service can meet the standard more effectively. Required Actions must be carried out to continue to meet the standard and retain Archive Service Accreditation in the future. Improvement Actions are to support development of the archive service.

By requirement

June 2015 to May 2016	Improvement Actions	Required Actions
1.1	3	1
1.2	3	3
1.3	4	3
1.4	17	9
1.5	6	0
1.6	6	3
2*	1	0
2.1	8	0
2.2.1	7	0
2.2.2	5	1
2.3*	3	1
2.3.1	0	0
2.3.2	7	2
2.3.3	0	0
2.4*	7	0
2.4.1	1	2
2.4.2	3	1
2.4.3	6	11
2.4.4	2	3
3.1	9	1
3.2*	5	0
3.2.1	8	1
3.2.2	3	1
3.2.3	5	1
3.3*	2	1
3.3.1	1	0
3.3.2	0	2
3.3.3	3	0

*Note that some actions reflect a general improvement need in an area such as collections care or audience planning, and may be set at requirement rather than sub-requirement level.

By module

June 2015 to May 2016	Improvement actions	Required Actions
Organisational Health	39	19
Collections	50	21
Stakeholders and their Experiences	37	6

a) Required actions:

Common themes

- *Developing new accommodation, including storage space, and improving environmental conditions in the storage areas*
- *Developing capacity to ingest and store born digital records*

Organisational Health: In this area, required actions covered a number of different themes:

- a need for new accommodation, including storage space for either analogue or digital records (or both)
- a need to undertake and complete review of Service Level Agreements among multiple funding partners
- ongoing retention and development of professional skills for delivery of plans

Collections: Assessors identified the largest number of required actions in this module. The actions covered the following areas.

- developing knowledge and capacity to collect and manage born digital records
- preservation and risk management in stores, including environmental improvements, ongoing security and building management systems (this is a mandatory required action for services which do not have fully PD5454-compliant storage)
- improving cataloguing of collections

Stakeholders and their Experiences: Assessors identified the smallest number of required actions in this module. Actions covered the following areas:

- develop data-gathering to improve understanding of audiences and their needs
- publication of access policies on websites
- implementation of ID requirement as part of registration process

Improvement actions:

Common themes

- *Building on digital preservation developments*
- *Improving transfer of records from parent organisation*
- *Improving storage and accommodation for archive service*
- *Developing access offer including outreach and learning, in particular through audience research*
- *Developing online information and remote access, including catalogue*
- *Policy review and publication on the website*

Improvement actions tend to be fairly diverse and are often more specific to individual archive services and their circumstances. There are nonetheless some emerging trends.

Organisational Health: Assessors identified a number of improvement actions in this module, covering all requirements of this module with the following themes: developing the mission statement; review of planning processes; diversifying funding through external funding and income generation; developing volunteering sustainably. A significant number relate to requirement 1.4 with storage, accommodation and digital preservation recurrent action points here.

Collections: Assessors identified the greatest number of improvement actions for archive services relating to requirements in this module (which has the largest number of requirements). Actions relate to developing or reviewing collection management policies; improving the transfer of records from the parent organisation; diversifying collecting themes; developing the online catalogue and reducing cataloguing backlogs; continued development of digital preservation capacity; testing disaster plans; managing the preservation environment and resolving building management system issues.

Stakeholders and their Experiences: Assessors identified the least number of improvement actions in this module. They covered the following themes: review of access policy and publication of policies on line; development of access to digital records; development of outreach and learning activities; audience research and development – internal, external, online, current and new; developing partnership working to strengthen reach of archive services; developing online access to collections.

Appendix

This section contains additional statistical information about Archive Service Accreditation which has been included for reference, relating to applications for Archive Service Accreditation received 2013 to May 2014 and June 2014 to May 2015. It can be useful to draw comparisons over time between the statistical information held here and that in the main report.

1 Applications by type of archive service

<u>2013 to May 2014</u>	England	Northern Ireland	Scotland	Wales
Local authority type 1	0	0	1	0
Local authority type 2	6	0	0	0
Other public sector type 1	1	0	0	1
Other public sector type 2	1	0	0	0
Private and third sector type 1	0	0	0	0
Private and third sector type 2	1	0	0	0
Private and third sector type 3	3	0	0	0

<u>June 2014 to May 2015</u>	England	Northern Ireland	Scotland	Wales
Local authority type 1	0	0	0	0
Local authority type 2	5	0	0	2
Other public sector type 1	0	0	0	0
Other public sector type 2	3	0	2	0
Private and third sector type 1	0	0	0	0
Private and third sector type 2	1	0	0	0
Private and third sector type 3	0	0	0	0

2) Validation visits made in response to applications

2013 to May 201	England	Northern Ireland	Scotland	Wales
2013 –May 2014	93%	N/A	100%	100%
June 2014 to May 2015	100%	N/A	100%	100%

3) Number of archive services awarded accredited status

2013 to May 2014	Total	England	Northern Ireland	Scotland	Wales
Accredited	12	10	0	1	1
Provisionally Accredited	2	2	0	0	0
Not Accredited	0	0	0	0	0

June 2014 to May 2015	Total	England	Northern Ireland	Scotland	Wales
Accredited	12	8	0	2	2
Provisionally Accredited	0	0	0	0	0
Not Accredited	1	1	0	0	0

<u>2013 to May 2016</u>	Total	England	Northern Ireland	Scotland	Wales
Accredited	42	31	0	5	6
Provisionally Accredited	3	3	0	0	0
Not Accredited	0	0	0	0	0

4) Achievement at module level

2013 to May 2014	Met	Partially Met	Not Met
Organisational Health	14	0	0
Collections	11	3	0
Stakeholders and their Experiences	14	0	0

May 2014 to June 2015	Met	Partially Met	Not Met
Organisational Health	13	0	0
Collections	11	1	1
Stakeholders and their Experiences	13	0	0

5) Achievement at requirement level

Organisational Health

2013 to May 2014	Met	Partially Met	Not met
1.1 Mission Statement	14	0	0
1.2 Governance	14	0	0
1.3 Forward Planning	12	2	0
1.4 Resources: Building	12	2	0
1.5 Resources: Finance	14	0	0
1.6 Resources: Workforce	14	0	0

June 2014 to May 2015	Met	Partially Met	Not met
1.1 Mission Statement	13	0	0
1.2 Governance	12	1	0
1.3 Forward Planning	12	1	0
1.4 Resources: Premises	9	4	0
1.5 Resources: Finance	13	0	0
1.6 Resources: Workforce	13	0	0

Collections

<u>2013 to May 2014</u>	Met	Partially met	Not Met
1.1 Collections Management	13	1	0
2.2.1 Collections Development Policy	13	1	0
2.2.2 Collections Development Plan	13	1	0
2.3.1 Collections Information Policy	10	4	0
2.3.2 Collections Information Plan	7	7	0
2.3.3 Collections Information Procedures	12	2	0
2.4.1 Collections Care Policy	12	2	0
2.4.2 Collections Care Plan	12	2	0
2.4.3 Collections Care Procedures	8	6	0
2.4.4 Disaster Recovery Plan and Procedures	14	0	0

<u>June 2014 to May 2015</u>	Met	Partially met	Not Met
1.1 Collections Management	13	0	0
2.2.1 Collections Development Policy	13	0	0
2.2.2 Collections Development Plan	8	5	0
2.3.1 Collections Information Policy	7	6	0
2.3.2 Collections Information Plan	11	2	0
2.3.3 Collections Information Procedures	13	0	0
2.4.1 Collections Care Policy	12	0	1
2.4.2 Collections Care Plan	10	3	0

2.4.3 Collections Care Procedures	9	3	1
2.4.4 Disaster Recovery Plan and Procedures	12	1	0

Stakeholders and their experiences

2013 to May 2014	Met	Partially met	Not met
3.1 Access Policy	11	3	0
3.2.1 Understanding Audiences	14	0	0
3.2.2 Analysing Audiences	14	0	0
3.2.3 Planning for Audiences	14	0	0
3.3.1 Information on Access	14	0	0
3.3.2 Procedures for user access	13	1	0
3.3.3 A variety of means of access	14	0	0

June 2014 to May 2015	Met	Partially Met	Not met
3.1 Access Policy	13	0	0
3.2.1 Understanding Audiences	12	1	0
3.2.2 Analysing Audiences	12	1	0
3.2.3 Planning for Audiences	12	1	0
3.3.1 Information on Access	13	0	0
3.3.2 Procedures for user access	13	0	0
3.3.3 A variety of means of access	13	0	0

6)Required and Improvement actions at Requirement Level

2013 to May 2014	Required actions set	Improvement actions set
1.1	1	1
1.2	1	3
1.3	0	4
1.4	0	11
1.5	0	4
1.6	1	6
2.1	0	4
2.2.1	1	0
2.2.2	0	2
2.3.1	1	2
2.3.2	0	1
2.3.3	0	0

2.4.1	1	3
3.1	0	8
3.2.1	0	0
3.2.2	0	0
3.2.3	0	3
3.3.1	0	1
3.3.2	2	3
3.3.3	0	3

June 2014 to May 2015	Required actions set	Improvement actions set
1.1	0	0
1.2	0	4
1.3	2	0
1.4	8	15
1.5	0	1
1.6	0	4
2.1	0	3
2.2.1	0	4
2.2.2	1	8
2.3.1	0	5
2.3.2	1	2
2.3.3	0	1
2.4	3	7
2.4.1	0	3
2.4.2	3	0
2.4.3	2	2
2.4.4	4	0
3.1	0	4
3.2.1	0	0
3.2.2	0	0
3.2.3	0	2
3.3.1	0	3
3.3.2	0	2
3.3.3	0	2