
MHFI Director of Operations: Summary of Work Undertaken in April 2012

Tasks included ...

- Making all practical and administrative arrangements for the Young Men and Suicide Project (YMSP) Advisory Group meeting (2nd April). Also, taking minutes of this meeting and circulating them to group members.
- Contacting Owen O'Neill, from the Public Health Agency South Eastern Office, to update him on progress within the YMSP in the Colin area.
- Drafting an Interim Monitoring Report on the YMSP for the Public Health Agency.
- Maintaining regular telephone / email contact with workers in the Colin area to monitor developments in the YMSP.
- Contributing to a conference call with staff from the National Suicide Research Foundation (4th April) about designing an impact evaluation of the Mind Yourself (MY) programme in schools. Minuted this conversation, and circulated actions agreed.
- Reviewing the content and format of several versions of the MY evaluation questionnaire.
- Meeting with Annie Armstrong (Colin Neighbourhood Partnership) and Kevin Bailey (SEHSCT Suicide Prevention Coordinator) to assess progress within the YMSP (30th April).
- Identifying and engaging a representative from the BMA (NI)'s Student Medical Committee (Luke Boyle) to input to the Men's Health Week (MHW) all-island Planning Group.
- Finalising the programming for an online details submission form for MHW 2012 events.
- Meeting Peter Robinson to discuss the design of the MHW 2012 poster and online image pack for the week (5th April).
- Ongoing contact with the MHW Planning Group and MHFI Planning Sub-Group in order to finalise the MHW poster.
- Making all practical and administrative arrangements for the meeting of the MHW all-island Planning Group (19th April), and minuting proceedings / disseminating these recordings.
- Responding to a request for additional information from the President of Ireland's office in relation to MHFI's request for him to launch the MHW 2012 posters.
- Making all practical and administrative arrangements for the meeting of the MHFI Management Committee (30th April).
- Meeting with members of the Southern Health Trust Men's Health Network to discuss recruitment to / practicalities of the 'Framework for Men's Health' training day funded by Man Matters (6th April).
- Representing MHFI at a meeting of the Man Matters Steering Group (20th April).
- Submitting an expenses claim on behalf of MHFI to the Man Matters project.
- Contributing to a teleconference to map a way forward following a meeting between men's projects and women's projects in Northern Ireland (30th April).
- Teleconferencing with Melissa Corbally, from Dublin City University, about the development of content for the Domestic Abuse and Violence page of the MHFI website.
- Meeting Ray McCarthy (Outer-West Sure Start) to help him to develop a new men's programme within his project (17th April).
- Researching / producing / disseminating the May 2012 edition of 'E-Male Matters'.
- Submitting weekly content to the MHFI Facebook and Twitter pages.
- Updating the MHFI website News pages; adding links to the Resources pages; making new research reports available online; uploading content to the Secure Committee Login Area of the MHFI website (including MHFI's audited accounts); adding Mark Fitzpatrick's details to the website ...
- Undertaking miscellaneous tasks, including: responding to requests from external groups / individuals; maintenance of the MHFI Yahoo E-Mail Group and fixing 'bounces'; actioning issues raised by the MHFI Board of Trustees; expanding, updating and rationalising MHFI's electronic mailing lists ...