
MHFI Director of Operations: Summary of Work Undertaken in April 2015

Tasks included ...

- Making all practical arrangements for the Engaging Young Men Project (EYMP) Advisory Group, contributing to this meeting, and following-up all actions proposed (1st April).
- Contributing to two meetings of the EYMP Sub-Group tasked with developing the programme materials for Engage Unit 6 (1st April in Dublin and 17th April in Kilkenny).
- Writing the minutes of Engage Unit 6 Sub-Group Planning Meetings.
- Drafting an overview of the Engaging Young Men programme to send to potential participants in the Training for Trainers residential in June 2015.
- Liaising with Teach Bhríde about arrangements for the Engage Unit 6 training residential.
- Making all practical arrangements for the final meeting of the Men's Health Week (MHW) 2015 All-Island Planning Group (2nd April), chairing a number of agenda items, and following-up all actions arising.
- Creating a MHW 2015 'Toolbox for Action' briefing paper.
- Meeting with Nap Keeling to discuss Minister Leo Varadkar's input to the launch of MHW 2015 (1st April).
- Agreeing a pen picture with Tony Ward for the MHW Press Release and 'Toolkit for Action'.
- Developing the text of the 'message' on the MHW 2015 postcard.
- Researching quotes for printing MHW posters and postcards.
- Finalising designs, and arranging for the printing of MHW materials.
- Arranging a mechanism for the distribution of MHW materials in the Republic of Ireland (via Nicola Manning from Marian House Nursing Home).
- Coordinating the updating, revising and re-printing of the 'Challenges and Choices' Man Manual for MHW 2015.
- Creating new images for the 'Challenges and Choices' Man Manual.
- Proofing the final version of 'Challenges and Choices', and arranging for it to be sent to print.
- Attending a meeting with DIT Visual Communications students to receive feedback on their proposals for health promotion materials which target young men (13th April).
- Collating MHFI feedback on the DIT students' proposals, and submitting the Forum's recommendations to the college.
- Researching, writing and submitting a funding application to the Hospital Saturday Fund to underwrite the production of hard copy men's health posters, booklets and graphics which target young men.
- Assisting the Irish Farmers' Journal to write an article for MHW 2015.
- Supplying MHW materials to the Irish Farmers' Association's Farm Family and Social Affairs network.
- Coordinating pre-orders for MHW promotional materials.
- Meeting Ailish O'Neill (NYCI) to discuss their role in MHW and the roll-out of the Engaging Young Men training (30th April).
- Meeting Emmet Haughian (GAA) to discuss their role in MHW and the roll-out of the Engaging Young Men training (30th April).
- Editing, re-formatting and finalising an images of men resource pack for the SPHE programme with young men.
- Contributing to the Men's Health Symposium in Dr Steeven's Hospital, Dublin (15th April) by facilitating a small group discussion and co-leading a presentation on MHW.
- Making all practical arrangements for the MHFI Management Committee meeting, and providing progress updates to this gathering (1st April).
- Representing MHFI at a meeting to review the organisational structure of the HSE's Health Promotion and Improvement Department (29th April).
- Meeting with Derek McDonnell to explore a partnership arrangement between MHFI and the Mojo Programme (1st April).
- Attending a meeting of the Dads Direct partnership, and advising on the content of their new briefing paper on 'The Importance of Fathers to Children's Outcomes' (14th April).
- Researching / producing / disseminating the April 2015 edition of 'E-Male Matters'.
- Submitting regular content to the MHFI Facebook and Twitter pages.
- Updating the MHFI website News pages; adding links to the Resources pages; making new reports available online; uploading content to the Secure Committee Login Area of the MHFI website ...
- Undertaking miscellaneous tasks, including: responding to requests from external groups / individuals; maintenance of the MHFI Yahoo Email Group; actioning issues raised by the MHFI Board of Trustees; expanding and updating MHFI's electronic mailing lists ...