
MHFI Director of Operations: Summary of Work Undertaken in August 2014

Tasks included ...

- Re-formatting the 'Challenges and Choices' manual, and making it available for online downloading as a low resolution Portable Document Format file.
- Collating information on Men's Health Week 2014 for a final report to the HSE.
- Liaising with staff in Leeds Metropolitan University in relation to the Movember-funded research project linked to MHFI's work on the Engaging Young Men Project (EYMP).
- Being interviewed for the Movember-funded research (13th August).
- Proofing the MHFI submission to the Movember project.
- Reviewing / commenting upon drafts of the report on the 'Mapping Exercise' element of EYMP.
- Contributing to an EYMP Advisory Group teleconference, and minuting the outcomes (19th August).
- Making all practical arrangements for the next MHFI Management Committee meeting.
- Researching and drafting a Critical Incident Policy for MHFI.
- Collating minutes of the MHFI fundraising discussion for the forthcoming Management Committee meeting.
- Meeting with Parenting NI to discuss future funding options for the (ex-Man Matters) Separated Fathers Working Group (6th August).
- Drafting an outline funding proposal for the Separated Fathers Working Group to discuss with the Lloyds Bank Foundation for Northern Ireland.
- Meeting with the Lloyds Bank Foundation to discuss funding opportunities (28th August).
- Working with staff from Queen's University Belfast's School of Education to plan a joint seminar on 'What Good Are Dads?' (14th August).
- Contributing to the recruitment process for the roundtable event on 'Men and Barriers to Primary Health Care in Northern Ireland'.
- Liaising with the developer of the Irish Men's Health App about the possible style / structure / format of the App.
- Researching new content for the Men's Health App.
- Promoting and recruiting respondents for the online survey being conducted as part of the external review of the National Men's Health Policy in the Republic of Ireland.
- Participating in a meeting between the Abdominal Aortic Aneurysm (AAA) Screening Teams in Northern Ireland, England and Wales and the European Men's Health Forum, to discuss practical ways to promote the involvement of men over the age of 65 years in the programme (7th August).
- Meeting with NICVA to discuss the possibility of offering a free workshop on governance (including company status, becoming constituted, and charitable status) for men's groups in Northern Ireland (8th August).
- Contributing to a meeting of the Southern Area Men's Health (SAMH) Group to plan a men's health conference for early 2014 (5th August).
- Re-naming / re-ordering / re-aligning the main menu and sub-menu systems on the MHFI website following a virus attack.
- Re-installing the faulty eXplorer programme on MHFI's web hosting control panel.
- Updating the File Transfer Protocol (FTP) programme used to upload information to the MHFI website.
- Researching / producing / disseminating the August 2014 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 ...