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## **MHFI Director of Operations: Summary of Work Undertaken in August 2015**

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Tasks included ...

- Participating in a teleconference to discuss the 'Connecting with Young Men' Unit 6 training materials (Thursday 27<sup>th</sup> August).
- Contributing to, editing, formatting and proofing the content of the Unit 6 training materials - both the residential programme and the workshop resource pack.
- Researching, acquiring and formatting copyright-free photographs for the Unit 6 training resources.
- Engaging 'Slick Fish' to undertake the design work on the Unit 6 Trainers' Resource Pack.
- Proofing and circulating the evaluation report on the first stage of the Unit 6 development process.
- Completing and submitting a Training Needs Analysis and a Children First Compliance Checklist to the National Office for Suicide Prevention on behalf of MHFI.
- Making all practical arrangements for MHFI's meeting with Minister for Health Leo Varadkar, determining the agenda for this meeting, submitting pen pictures of MHFI's representatives, and liaising with the Minister's Private Office.
- Writing to Minister Kathleen Lynch requesting MHFI representation on the National Cross-Sectoral Steering and Implementation Group on Mental Health.
- Researching and creating a Child Protection Policy for MHFI.
- Helping Pavee Point to advertise for a Regional Traveller Men's Health Coordinator.
- Meeting Seamus Mullen from the Public Health Agency (PHA) to update him on progress during Men's Health Week (MHW) 2015, and to seek PHA support for MHW 2016 (Monday 3<sup>rd</sup> August).
- Beginning to draft the MHW 2015 report.
- Writing to all Northern Irish MPs to solicit their support for the expansion of the UK's HPV vaccination programme to boys.
- Issuing invitations to the House of Commons meeting on HPV vaccination for boys.
- Meeting with Danny Kinahan MP to discuss his support for the proposed HPV vaccination programme for boys - including raising an Early Day Motion in the House of Commons (Thursday 20<sup>th</sup> August).
- Proofing, editing and formatting the content of the briefing paper on 'The Dad Factor'.
- Recruiting participants for the launch (in Stormont) of 'The Dad Factor' paper.
- Contributing to the writing of a Press Release for the launch of 'The Dad Factor'.
- Supporting the South Eastern Health and Social Care Trust's Men's Health Network to plan their annual men's health conference.
- Researching / producing / disseminating the August 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 ...