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## **MHFI Director of Operations: Summary of Work Undertaken in August 2016**

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Tasks included ...

- Ensuring all outstanding bills for Men's Health Week (MHW) 2016 were paid.
- Adding MHW 2016 key contacts to MHFI's mailing list.
- Preparing a MHW 2016 briefing paper for Minister Simon Harris and the Department of Health in RoI.
- Liaising with the NI Department of Health about the meeting with Michelle O'Neill to follow-up Men's Health Week 2016.
- Amending and re-editing the 'Connecting with Young Men' Evaluation Report.
- Editing the 'Healthy Ireland - Men' Action Plan.
- Researching potential graphic designers for the new 'Healthy Ireland - Men' Action Plan, drafting a tender document and issuing a call to tender to the select list.
- Participating in a teleconference to discuss the 'How to Engage Men' training videos, minuting the proceedings and following-up all proposals arising.
- Creating a proforma to brainstorm content for each of the three 'acted' video clips, circulating this to MHFI Management Committee members and collating / disseminating feedback.
- Contacting Donal O'Connor (Totem Video Productions) to discuss practical ways to create the 'How to Engage Men' training resources and the budget required for this initiative.
- Identifying key people in a range of organisations to contribute to the training videos.
- Investigating higher security alternatives to the MHFI website's intranet.
- Representing MHFI at the first meeting of the Men's Development Network's Steering Group to oversee the Middle-Aged Men research project and following-up all requests arising.
- Identifying and engaging speakers for the event in Stormont to celebrate International Men's Day (IMD) 2016 - being run in partnership with BHSCT and SEHSCT Men's Health Groups.
- Liaising with the Chief Medical Officer's department and Stormont Events Team about the IMD seminar.
- Drafting an Invitation Card and Reply Slip for the IMD event and helping to prepare a select list of invitees.
- Updating MHFI's mailing lists for MLAs, TDs, MPs, MEPs and Contact Centres.
- Contributing to a teleconference with MHFI Trustees by presenting the content of the discussion paper on future employment / contracting options for the Forum.
- Researching the cost of commissioning an organisation to run a payroll for MHFI.
- Removing Roger O'Sullivan and Nick Clarke from the MHFI Yahoo Email Group and secure intranet login area, and creating new accounts for Kevin Balanda.
- Updating the daytime contact details for MHFI Management Committee members and circulating these.
- Liaising with the European Men's Health Forum about being a partner in the roll-out of their programme funded by the Burdett Trust.
- Working with Dublin Institute of Technology to arrange a meeting with Biochemistry staff and students to discuss a video project focusing upon men's health conditions.
- Meeting Hannah Brown from NI Children's Hospice to discuss ways to increase the level of fathers' involvement in their family support programmes.
- Representing MHFI at a meeting of the SEHSCT Men's Health Group.
- Researching / producing / disseminating the August 2016 edition of the 'E-Male Matters' newsletter.
- 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 ongoing 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 ...