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## **MHFI Director of Operations: Summary of Work Undertaken in August 2018**

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Tasks included ...

- Drawing-up a detailed Memorandum of Understanding between the Engage partners and the Western Health and Social Care Trust (WHSCCT) for the Training for Trainers (TfT) programme being delivered in Derry.
- Providing regular updates to all Engage partners and mentors on developments within the TfT programme in the WHSCCT area.
- Assisting staff in the WHSCCT to develop promotional / recruitment materials for Engage.
- Liaising with the HSE and WHSCCT about potential participants on the TfT.
- Fielding requests for Engage / Connecting with Young Men workshops from groups across the Republic of Ireland.
- Making all practical arrangements for the September meeting of the Middle-Aged Men and Mental Health Project Advisory Group.
- Writing to Jim Daly TD, Minister for Mental Health, to request a meeting to discuss the implications of the 'Middle-Aged Men and Suicide in Ireland' report, and MHFI's plans for Year 2 of this project.
- Sending electronic copies of the 'Middle-Aged Men and Suicide in Ireland' report to all TDs, MEPs and County Councils in the Republic of Ireland.
- Preparing and delivering a 'Show and Tell' presentation on the Middle-Aged Men and Mental Health Project for the NOSP Monitoring and Evaluation Team (30<sup>th</sup> August).
- Contributing to a meeting of the 'Sheds for Life' Advisory Group (29<sup>th</sup> August).
- Assisting HPV Action with the development of a strategy to raise awareness of the JCVI decision to vaccinate boys and the need to implement this in Northern Ireland.
- Negotiating a donation to HPV Action from MHFI Management Committee members.
- Attending a meeting of the Belfast Men's Health Group (7<sup>th</sup> August).
- Reviewing the content and functionality of the new Belfast Men's Health Group website, and submitting articles for the News page.
- Distributing the 'Challenges and Choices' Man Manuals to workplace health initiatives throughout Ireland.
- Drafting letters to the Ulster Bank to request that they delete their records pertaining to past members of the MHFI Management Committee.
- Circulating MHFI's 2017 Annual Report for final feedback and incorporating the suggestions made.
- Re-configuring the 'Filezilla' FTP connection to the MHFI website following an outage.
- 'Cleaning' the MHFI mailing database and updating contact details.
- Submitting ideas for possible collaborative practical projects with the 'Students Learning with Communities' initiative in Dublin Institute of Technology (DIT).
- Contributing to the development of a DIT / University of Cape Town action learning project on the importance of building realistic and sustainable relationships in order to achieve practical goals (drawing upon the experience of MHW partnerships in Ireland).
- Contributing suggestions for the HSE 'Health Champions' programme.
- Researching / producing / disseminating the August 2018 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 ...