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## **MHFI Director of Operations: Summary of Work Undertaken in December 2012**

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Tasks included ...

- Securing signatures from both Ministers of Health for the Foreword of the Young Men and Suicide Project (YMSP) report.
- Finalising the content / design of both the Full Report and Executive Summary Report on YMSP.
- Arranging for the YMSP reports to be printed.
- Acquiring web-friendly Portable Document Format (PDF) versions of the YMSP reports.
- Beginning discussions with staff in Edwin Poots' office and Kathleen Lynch's office about the Ministers' input to the launch of the YMSP report.
- Increasing awareness of the 'Work Out' website for Young Men.
- Securing agreement on the new branding for the National Men's Health Training (NMHT) Resource Pack.
- Working with Peter Robinson (Noostyle Website Design) to develop a secure online repository for the NMHT resources and a private Trainers' Discussion Forum within the MHFI website.
- Making all practical, administrative and accommodation arrangements for the MHFI Annual General Meeting and the regular Management Committee meeting in Dublin (Wednesday 5<sup>th</sup> December). Attended these events.
- Finalising and circulating the MHFI Annual Report for 2012. This was also made available online.
- Arranging for members of the MHFI Management Committee to view the new registered office accommodation in Carmichael House, Dublin.
- Representing MHFI at a meeting of the Man Matters Management Steering Group (Monday 3<sup>rd</sup> December).
- Arranging and participating in the second meeting of MHFI's Men's Health Week (MHW) 2013 Planning Sub-Group (Wednesday 5<sup>th</sup> December).
- Identifying potential members for the inter-agency all-Ireland MHW Planning Group.
- Arranging a venue for the first meeting of the all-Ireland MHW Planning Group.
- Sending 'Season's Greetings' from MHFI to everyone on the Forum's mailing list.
- Submitting weekly 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 ...