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## **MHFI Director of Operations: Summary of Work Undertaken in December 2013**

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Tasks included ...

- Finalising and disseminating the MHFI Annual Report for 2013.
- Following-up the grant payment from the Health Service Executive (HSE).
- Completing and submitting a Vendor Set-up Form for the HSE - providing the updated MHFI company contact details.
- Securing an MHFI Tax Clearance Certificate for 2014.
- Exploring the possibilities for making an MHFI application to the Hospital Saturday Fund.
- Drafting a letter to Minister Reilly on behalf of MHFI calling for an extension to the National Men's Health Policy in the Republic of Ireland.
- Participating in a Skype video-conference (9<sup>th</sup> December) to determine men's work priorities for the new OFMDFM Gender Action Plans in Northern Ireland.
- Collating a paper highlighting the five key priority areas for men in the Gender Action Plans.
- Representing MHFI at a meeting with Paul Darragh (Chairperson, British Medical Association NI) and Ian Banks (President, European Men's Health Forum) to discuss how to increase the profile of men's health in relation to the political agenda in Northern Ireland (11<sup>th</sup> December).
- Writing background materials / devising a registration form for the Engage Training for Trainers in Northern Ireland application pack.
- Advertising / coordinating the recruitment process for the Engage Training for Trainers programme in Northern Ireland.
- Negotiating contracts for the re-printing of the Engage Resource Packs and Memory Sticks.
- Agreeing a payment mechanism for Engage resources with Man Matters and IT Carlow.
- Preparing briefing information for potential members of the MHW 2014 all-island Planning Group.
- Sending invitations to a range of organisations throughout Ireland, inviting them to be part of the MHW 2014 Planning Group.
- Arranging a meeting with the Union of Students in Ireland to discuss their involvement in Men's Health Week (MHW).
- Agreeing coverage of MHW 2014 with RTE's Nationwide programme.
- Circulating invitations to join the Advisory Group for the follow-on to the Young Men and Suicide Project (YMSP).
- Re-contacting the Public Health Agency to request a meeting to discuss a roll-out of the YMSP in Northern Ireland - similar to the one agreed in the Republic of Ireland.
- Contributing to two meetings of the Man Matters Separated Fathers Research Group (3<sup>rd</sup> December and 16<sup>th</sup> December).
- Writing a context section for the Man Matters Separated Fathers Policy Briefing Paper, and proofing / editing / formatting this document.
- Issuing invitations to the January 2014 seminar in Stormont to launch the Briefing Paper on Separated Fathers.
- Writing an introduction section for the Man Matters 'Agenda for Change' document.
- Contributing to a meeting of the Southern Area Men's Health Group (16<sup>th</sup> December).
- Promoting the Age Partnership Belfast 'Invitation to Tender' focusing upon research into older men and social isolation.
- Liaising with the UK-wide HPV Action campaign on behalf of MHFI.
- 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 ...