

---

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

---

Tasks included ...

- Sending thank you messages to all contributors / supporters / suppliers to the Men's Health Symposium in Dr Steevens' Hospital to launch 'Healthy Ireland - Men' (HI-M).
- Collating feedback from the Dr Steevens' Evaluation Forms and circulating this information to Planning Group members and key HSE personnel.
- Creating PDFs of all PowerPoint presentations delivered at the Men's Health Symposium and forwarding these to the HSE Communications Department.
- Following-up and actioning all requests / queries arising from the Men's Health Symposium.
- Making PDF copies of the HI-M Action Plan available on MHFI's website and social media outlets.
- Writing minutes of the Skype call (28<sup>th</sup> November) to discuss the theme for Men's Health Week (MHW) 2017.
- Preparing a funding application to HSE Health Promotion and Improvement for MHW 2018 and MHFI's executive / administrative support for HI-M.
- Updating the inventory of workshops rolled-out as part of the 'Connecting with Young Men' programme.
- Drafting an Organisational Alignment Form for the National Office for Suicide Prevention (NOSP).
- Meeting Sinead Hardiman from NOSP to finalise the alignment of MHFI's activities and services to the 'Connecting for Life' strategy (7<sup>th</sup> December).
- Preparing minutes of the first meeting of the Middle-Aged Men and Mental Health Project Advisory Group held on Monday 28<sup>th</sup> November.
- Arranging a meeting for January 2017 with Gerry Raleigh (NOSP) to discuss funding for Years 2 and 3 of the Middle-Aged Men Project.
- Reviewing and commenting upon drafts of the 'Through the Eyes of Men' videos.
- Advising on the content of journal articles arising from the 'MeCHanic Study' into men's health literacy - conducted by University College Cork.
- Assisting Family Mediation NI to identify and contact speakers on men's / fathers' health and wellbeing for their facilitator training programme.
- Representing MHFI at a teleconference of the Advisory Group for the Irish Men's Sheds Association's Health Project (8<sup>th</sup> December).
- Issuing notification messages about the MHFI Annual General Meeting for 2016.
- Following-up Carmichael House about taking on the payroll function for MHFI.
- Changing MHFI's name on the website and letterhead paper to The Men's Health Forum in Ireland Company Limited by Guarantee (as deemed under Part 18 Companies Act 2014).
- Circulating an MHFI electronic Christmas card to all mailing list members.
- Updating MHFI's web domain registration details for 2017 with TSOHOST.
- Researching / producing / disseminating the December 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 ...