
MHFI Director of Operations: Summary of Work Undertaken in December 2017

Tasks included ...

- Sending an MHFI electronic Christmas card to everyone on the Forum's mailing list.
- Making all practical preparations for the first meeting of the all-island Men's Health Week (MHW) Planning Group for 2018 to be held in January 2018.
- Preparing and submitting a funding application to the HSE for MHW 2019 and MHFI's support role for the implementation of the Healthy Ireland - Men (HI-M) Action Plan.
- Securing the author's permission to update and re-print the Irish 'Challenges and Choices' Man Manual for MHW 2018.
- Following-up actions arising from the HI-M Advisory Group meeting held in November.
- Drafting MHFI's submission for the HI-M 2018 Business Plan, and collating the information submitted by other Advisory Group members.
- Issuing a Men's Health Symposium 2018 'Date for your Diary' notification.
- Proofing draft content for the 'No Country for Middle-Aged Men?' report.
- Making all practical preparations for the meeting of the Middle-Aged Men and Mental Health Project Advisory Group, providing updates to this gathering, and taking / circulating minutes of the proceedings (7th December).
- Conducting a poll among members of the Middle-Aged Men and Mental Health Project Advisory Group to determine the final name for the Year 1 report.
- Completing a National Office for Suicide Prevention survey of Governance Best Practice on behalf of MHFI.
- Submitting suggestions for invitees to the WHO-Europe Draft Men's Health Strategy event being held in Dublin in March 2018.
- Participating in an 'Engage' Development Team meeting (7th December) to refine the next Training for Trainers programme for 2018, and following-up actions proposed.
- Liaising with and updating the two main speakers for the Southern Area Men's Health Group's annual seminar in March 2018.
- Representing MHFI at a meeting of the Belfast Men's Health Week Action Group (21st December) to review the impact of activities organised for International Men's Day in November.
- Meeting Paul O'Kane to brief him about the role, expectations and activities of MHFI Management Committee members (21st December).
- Offering follow-up advice and support to LAST Sure Start (planning a large-scale health event for male carers of children in their catchment area).
- Participating in a Skype call with members of the 'Hope from Hopelessness' Conference Planning Group (1st December).
- Contributing to the design and dissemination of a conference flyer for the 'Hope from Hopelessness' event.
- Updating MHFI's web presence details with the ICANN WHOIS Registry.
- Researching / producing / disseminating the December 2017 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 ...