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# MHFI Director of Operations: Summary of Work Undertaken in December 2018

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Tasks included ...

- Preparing and submitting a funding application to HSE Health Promotion and Improvement for Men's Health Week 2020 and MHFI's support role in the implementation of the 'Healthy Ireland - Men' (HI-M) Action Plan.
- Submitting details of MHFI's objectives for 2019 to the HI-M Business Plan.
- Finalising the editing / updating of the PDF version of the Engage Trainers' Resource Pack.
- Helping to make practical arrangements for the WHSCT Engage Training for Trainers (TfT) day in Derry.
- Refining the running order for Engage TfT presentations, and preparing guidance notes for the delivery teams.
- Contributing to the final WHSCT Engage TfT day (11<sup>th</sup> December).
- Finalising two versions of the TfT participant certificates: one a graphically driven certificate; and the other a more detailed outline of the dates, aims, objectives and content covered.
- Creating memory sticks containing Engage resource materials for WHSCT TfT participants.
- Sending an updated list of Engage training video URLs to facilitators.
- Creating two new dedicated Engage Yahoo Email Groups - for workshop facilitators in both the Republic of Ireland and Northern Ireland.
- Meeting with Kevin and Finian to discuss the development of an Irish version of the 'Tennessee Men's Health Report Card' (5<sup>th</sup> December).
- Making all practical arrangements for the MHFI Management Committee video-conference, and providing updates to this meeting (6<sup>th</sup> December).
- Coordinating the second poll to determine the theme for Men's Health Week (MHW) 2019, and confirming the outcome with contributors.
- Making contact with additional individuals who were proposed as potential contributors to the all-island MHW Planning Group.
- Contacting the new manager of Amen re. their contribution to the Middle-Aged Men and Mental Health Project Advisory Group and MHW Planning Group.
- Reviewing / adding content to a funding proposal for a visual arts initiative to explore and highlight the mental health experiences of middle-aged men in the Republic of Ireland.
- Making all practical arrangements for the Healthy Ireland - Men Advisory Group meeting (5<sup>th</sup> December).
- Meeting the Cruse / Macmillan project - to support people coping with bereavement due to cancer - to offer practical advice on establishing a men's group (13<sup>th</sup> December).
- Proofing and editing the final draft report on the 'Games of Stones' action research project - focusing upon men and weight loss incentives.
- Participating in an IMSA 'Sheds for Life' Advisory Group meeting (5<sup>th</sup> December).
- Editing and adding content to the new Belfast Men's Health Group website.
- Contributing to a meeting of the Southern Area Men's Health Group (4<sup>th</sup> December) to plan their annual event.
- Participating in a Skype call with DIT to review the workshop on building realistic and sustainable relationships, and explore possibilities for future development (3<sup>rd</sup> December).
- Preparing and submitting a monthly Healthy Ireland - Men progress report to the HSE.
- Sending MHFI electronic 'Christmas Cards' to the E-Male Matters mailing list, and asking recipients to consider if they wish to continue to receive the newsletter and allow MHFI to hold their contact details.
- Researching / producing / disseminating the December 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 ...