

---

## **MHFI Director of Operations: Summary of Work Undertaken in February 2015**

---

Tasks included ...

- Making all practical arrangements for, and contributing to, the MHFI Management Committee meeting on Wednesday 4<sup>th</sup> February.
- Finalising and circulating the MHFI Annual Report for 2014.
- Creating a log-in account for Brendan Mullally (MHFI Auditor) to permit access to the documentation held in the secure area of the MHFI website.
- Arranging for additional records to be made available to the MHFI Auditor.
- Updating MHFI's mailing list for MLAs / MPs / MEPs.
- Preparing and submitting a funding application to the HSE for Men's Health Week (MHW) 2016.
- Finalising the comprehensive report on MHW 2014.
- Making all practical arrangements for the third meeting of the all-island MHW Planning Group for 2015 in Dundalk, and convening / co-chairing this meeting (9<sup>th</sup> February).
- Preparing a MHW Overview Paper - for inclusion in the delegate packs at the Southern Area Men's Health Group seminar in March 2015.
- Submitting a funding request to the Public Health Agency - seeking resources to revise and re-print the 'Challenges and Choices' mini-manual.
- Making contact with Tony Ward (ex-Ireland Rugby International) to secure his involvement in MHW 2015, and his commitment to act as the 'public face' on the MHW posters.
- Liaising with the photographer for the MHW 2015 poster photo-shoot.
- Creating a QR code for the MHW 2015 poster.
- Contacting Google Ireland to ask if they would consider creating a 'Google Doodle' for MHW 2015.
- Attending a progress presentation by the Students Learning With Communities team in Dublin Institute of Technology (DIT) developing young men's health graphics for MHW 2015 (16<sup>th</sup> February).
- Meeting with lecturers in the Geomatics Department within DIT (16<sup>th</sup> February), and securing their support for a MHW 2015 project looking at mapping men's health resources in a 'test bed' area within Dublin. A further meeting with the students to plan the roll-out phase took place on 23<sup>rd</sup> February.
- Contributing to Engaging Young Men Project (EYMP) sub-group meetings looking at the development of materials for the Engage Unit 6 training programme (Dublin: 4<sup>th</sup> February and 23<sup>rd</sup> February).
- Contacting staff in the Public Health Agency to acquire copies of the training schedule and resource pack from the 'R U Right in the Head?' programme which was ran in Northern Ireland.
- Providing an update to the National Office for Suicide Prevention on MHFI's contribution to their 'Little Things' campaign.
- Meeting Nap Keeling in Dublin to advance the proposal for highlighting and raising awareness of men's health issues online (16<sup>th</sup> February).
- Contributing to a meeting of the Planning Group for the 'Improving Children's Lives' (ICL) seminar on the importance of fathers (10<sup>th</sup> February).
- Creating an 'Images of Fathers' PowerPoint Loop for the ICL seminar, and an overview of MHFI for inclusion in the ICL seminar delegate packs.
- Representing MHFI at the ICL seminar (12<sup>th</sup> February), and attending to practical arrangements on the day.
- Contributing to a meeting of the Dads Direct network (2<sup>nd</sup> February).
- Participating in a briefing meeting with the researcher appointed by Dads Direct to produce a 'What Good Are Dads' paper (26<sup>th</sup> February).
- Attending a meeting of Belfast Men's Health Group (9<sup>th</sup> February).
- Assisting Donegall Pass Community Forum in Belfast to develop a men's health strategy for their area (10<sup>th</sup> February).
- Meeting Martina Hanna - OFMDFM - to discuss the review of the Gender Equality Strategy in Northern Ireland (11<sup>th</sup> February).
- Collating information on the HPV vaccination programme in Northern Ireland.
- Researching / producing / disseminating the February 2015 edition of 'E-Male Matters'.
- 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 ...