

---

## **MHFI Director of Operations: Summary of Work Undertaken in February 2017**

---

Tasks included ...

- Following-up all actions arising from the first all-island Men's Health Week (MHW) 2017 Planning Group meeting in January 2017.
- Recruiting new members to the MHW Planning Group.
- Making all practical arrangements for the second MHW Planning Group meeting.
- Working with Carrie Davenport Photography to develop the visual concept for MHW 2017.
- Updating the content and links to resources / support within the 'Challenges and Choices' Man Manual, and submitting these to Haynes Publishing.
- Completing a CRPG form for the HSE - giving a detailed outline of the communications plan and support requested for MHW 2017.
- Proofing and submitting amendments to the draft HSE Service Agreement for 2017.
- Preparing an invoice to BHSCT for MHW 2017 publicity materials and resources.
- Contributing to a meeting of the SEHSCT Men's Health Group to plan a series of events for MHW 2017.
- Meeting BHSCT to discuss the formation of a MHW 2017 Event Planning Group.
- Liaising with Action Cancer to arrange free health checks for men before, during and after MHW 2017 - across Northern Ireland.
- Completing the online registration process for the Irish Research Council's PhD grant application related to the Middle-Aged Men and Mental Health Project, and submitting a detailed 'Employment Mentor Form' to support Shane's application.
- Participating in the meeting of the Advisory Group for the Middle-Aged Men and Mental Health Project on Monday 20<sup>th</sup> February.
- Signposting staff from 'Woman's Way' magazine to sources of research, support and resources on men and mental health.
- Contributing to, and minuting the proceedings of, the 'Healthy Ireland - Men' Advisory Group teleconference held on Friday 17<sup>th</sup> February 2017.
- Conducting an annual update of MHFI's newsletter mailing list.
- Representing MHFI at a meeting of the Southern Area Men's Health (SAMH) Group to plan their annual men's health seminar for 2017.
- Contributing to a meeting between HSE Health Promotion and Improvement and key men's groups to discuss the future sustainability of national men's health training programmes.
- Liaising with IPH staff about the MHFI website becoming linked to 'The Health Well'.
- Representing MHFI at a teleconference of the Advisory Group for the Irish Men's Sheds Association's Health Project.
- Creating an MHFI YouTube Channel / Channel Art to host the new 'Through the Eyes of Men' video clips (as well as any future productions by the Forum), and uploading these.
- Participating in an initial meeting to brainstorm on how the video clips could be used in men's health training programmes.
- Assisting the Department of Health in the Republic of Ireland to collate a mailing database of organisations and individuals to invite to their forthcoming Healthy Workplace Consultation.
- Helping the external auditors to access documentation for preparation of the Annual Accounts.
- Attending the DIT graduation ceremony to receive the 'President's Community Fellow' award for MHFI's support to the DIT 'Students Learning with Communities' programme.
- Researching / producing / disseminating the February 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 ...