
MHFI Director of Operations: Summary of Work Undertaken in January 2012

Tasks included ...

- Participating in / minuting the MHW 2012 Planning Sub-Group teleconference (12th January).
- Representing MHFI at the Belfast Men's Health Community of Interest Group (19th January).
- Identifying potential new members for the MHW 2012 all-island Planning Group, drafting / circulating invitation letters, and making all practical arrangements for this meeting.
- Creating a new MHW 2012 section / navigation menu on MHFI's website, and uploading MHW information to this site.
- Teleconferencing with Eileen Williamson (CEO, NSRF) to agree the budget required for NSRF's delivery of the 'Mind Yourself' Training for Trainers programme. Also, had ongoing contact with Ella Arensman (Director of Research) to agree the training schedule for this programme.
- Collating / disseminating minutes of the Young Men and Suicide Project Advisory Group meeting.
- Preparing a paper for the DHSSPS on key learning / recommendations arising from the Young Men and Suicide Project.
- Meeting with Inspire Ireland in Dublin (20th January) to discuss the 'WorkOut' proposal and minuting this meeting.
- Meeting with Kevin Bailey and Annie Armstrong (24th January) to discuss developments in the Colin area, and maintaining regular telephone / email contact with them.
- Following-up the 'slippage funding' application made to the Public Health Agency.
- Contributing to a Planning Meeting (held in Armagh on 17th January) for the 'Putting Men's Health onto the Agenda' seminar. Also, Chaired the actual event on 27th January in Lurgan, Co. Armagh.
- Promoting the range of Man Matters sponsored events including 'The Impact of Unemployment and Recession on Men's Health in Ireland'.
- Participating in a teleconference with Eircom (23rd January) and minuting the agreements made.
- Creating a Supplier Account with Eircom, and preparing / submitting two invoices to them for MHFI's input to the 'Health Net' initiative.
- Making suggestions to the Abdominal Aortic Aneurysm Public Information Sub-Group meeting (held in Belfast on 25th January).
- Organising / contributing to the MHFI Management Committee video-conference (25th January).
- Drafting a letter to HMRC Charities Branch - informing them that MHFI's Limited Company in Northern Ireland is now closed, and that the Forum no longer requires charitable status.
- Updating the MHFI website, Facebook page, and Twitter account to reflect the Forum's new Company status, and changing the details of MHFI's Company officers on the website.
- Creating a new treasurer@mhfi.org email account for the MHFI Company Treasurer.
- Adding Mark Fitzpatrick's details to the MHFI Yahoo Email Group, and creating a Secure Area Login Account for him.
- Meeting Eilis McCaughan, Professor of Cancer Care in the University of Ulster (26th January), to discuss strategies for engaging men in health-related programmes.
- Contributing to a Northern Ireland review of support for male victims of domestic and sexual violence - held in Stormont on 31st January.
- Submitting a Supplier Form and Invoice to the University of Aberdeen for MHFI's input to the Advisory Group for their Male Obesity Study.
- Researching / producing / disseminating the February 2012 edition of 'E-Male Matters'.
- Contacting GSK to enquire about an extension of MHFI's funding.
- Seeking advice from Chris Lyttle, MLA, about organising a seminar for Assembly members focusing upon the need for a Men's Health Policy in Northern Ireland.
- Submitting an overview of MHFI to the European Institute for Gender Equality's 'Mapping Project'.
- Following-up MHFI's schedule of input to 'Modern Medicine' magazine during 2012.
- Submitting weekly content to the MHFI Facebook and Twitter pages.
- Updating the MHFI website's News pages; adding links to the Resources pages; making new research 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 E-Mail Group; actioning issues raised by the MHFI Board of Trustees; expanding and updating MHFI's electronic mailing lists ...