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## **MHFI Director of Operations: Summary of Work Undertaken in January 2013**

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### Tasks included ...

- Issuing invitations to / maintaining the electronic registration process for the simultaneous launches of the Young Men and Suicide Project (YMSP) report in both Belfast and Dublin on 23<sup>rd</sup> January.
- Coordinating all practical arrangements (e.g. venue booking, catering, audio-visual requirements, briefing speakers ...) for the Belfast launch.
- Liaising with staff in Edwin Poots' office, Kathleen Lynch's office, the Public Health Agency (PHA), and the National Office for Suicide Prevention (NOSP) about their input to the launch of the YMSP report.
- Meeting with Noel Richardson in IT Carlow to prepare the MHFI presentation for the report launch.
- Collating pen pictures and preparing a briefing paper for all speakers at the launch events.
- Delivering a YMSP overview presentation at the Belfast launch.
- Writing and issuing an 'Advance Notice - Date for Your Diary' mailout, and a detailed Press Release to all media outlets in Ireland.
- Coordinating the scheduling of interviews / spokespeople for media coverage, and participating in a broad range of interviews with TV, radio and newspapers.
- Maintaining communication with the Press Offices in each Department of Health, the PHA, NOSP and the Health Service Executive about the launch of the YMSP report.
- Collecting, storing and distributing hard copies of the YMSP reports to dedicated supply points.
- Promoting the YMSP launch / reports via social media and community e-zines / websites.
- Making web-friendly Portable Document Format (PDF) versions of the YMSP reports available for download on the MHFI website.
- Sending electronic copies of the YMSP report to all TDs and MLAs in Ireland.
- Drafting follow-up letters to Minister Poots and Minister Lynch.
- Sending 'thank you' messages to all speakers and contributors to the launch.
- Writing a final Progress Report on the YMSP (including a budget breakdown) for the PHA.
- Finalising branded memory sticks for the National Men's Health Training (NMHT) programme.
- Liaising with 'Slick Fish', and facilitating Partner agreement on the Cover, Spine, Back and Unit Divider design options for the NMHT Resource Pack.
- Working with Peter Robinson (Noostyle Website Design) to develop a secure online repository for the NMHT resources and a private Trainers' Discussion Forum within the MHFI website.
- Negotiating Man Matters support to underwrite some of the costs associated with the delivery of the 'Engage' training programme in the Western area of Northern Ireland.
- Working with the Man Matters project to develop an 'Images of Men' group work resource pack.
- Updating all Men's Health Week (MHW) information on the MHFI website to reflect the focus of 2013.
- Writing to potential members of the inter-agency all-Ireland MHW Planning Group for 2013, and inviting them to an exploratory meeting.
- Making all practical arrangements for the first meeting of the all-Ireland MHW 2013 Planning Group in Dundalk (30<sup>th</sup> January).
- Securing funding from Man Matters to produce an Irish version of the 'Challenges and Choices' mini-manual for MHW 2013.
- Meeting with 'Create Gravity' (4<sup>th</sup> January) to discuss options / budget required for a MHW 2013 Smartphone App.
- Creating new 2013 sub-menu options for the MHFI website's navigation bar.
- Participating in an MHFI teleconference to discuss the positions of Company Secretary and Treasurer.
- Representing MHFI at a meeting of the Southern Area Men's Health Network (7<sup>th</sup> January).
- Coordinating the selection of a men's work representative for the Review of the Gender Equality Strategy in Northern Ireland.
- Representing MHFI at a meeting of the Belfast Men's Health Group (15<sup>th</sup> January), and helping them to prepare a letter to the Medical Director of the Belfast Trust on the benefits of Men's Health Clinics.
- Researching / producing / disseminating the February 2013 edition of 'E-Male Matters'.
- Submitting weekly 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 ...