
MHFI Director of Operations: Summary of Work Undertaken in January 2015

Tasks included ...

- Finalising all practical arrangements for the second meeting of the all-island Men's Health Week (MHW) Planning Group for 2015 in Dundalk.
- Convening, co-chairing, and minuting the MHW Planning Group meeting (12th January).
- Preparing and submitting a funding application to the Hospital Saturday Fund for MHW 2015.
- Negotiating with Haynes about the possibility of revising and re-printing the 'Challenges and Choices' Man Manual for Ireland for MHW 2015.
- Completing a MHW 2015 CRPG registration form for the HSE Communications Department.
- Creating new web pages / website menus / intranet links for 2015 information.
- Participating in a meeting of Belfast Men's Health Group to discuss MHW 2015 (13th January).
- Preparing and submitting an overview paper on MHW 2015 to the HSE.
- Meeting with lecturers and students from the Visual Communications Department in Dublin Institute of Technology to discuss their project for MHW 2015 (27th January).
- Participating in two meetings with Nap Keeling, in Dublin, to explore possible means to highlight and raise awareness of men's health issues online (14th January and 23rd January).
- Making all practical arrangements for the Engaging Young Men Project (EYMP) Advisory Group meeting on Wednesday 14th January, and minuting the proceedings.
- Contributing to a planning meeting, held in Kilkenny (6th January), on the development of Engage Unit 6 - as part of EYMP.
- Beginning to collate resource material for Engage Unit 6.
- Negotiating the possibility of funding from NOSP to evaluate Unit 6.
- Re-working the alternative Unit 5 materials within the Engage programme, and uploading these to the secure login area of the MHFI website.
- Meeting with Karen Galway to provide an overview of MHFI's work and the commitment required of Management Committee members (8th January).
- Creating a new Intranet login account for Karen, and adding her to the Yahoo Email Group.
- Arranging a meeting with Mary Sheehan to hand-over relevant files / information from her time as an MHFI Trustee and member of the Management Committee (23rd January).
- Developing a constitution for Belfast Men's Health Group, and presenting this to a meeting of their Committee (7th January).
- Helping staff from the Commissioner for Older People NI's office to explore opportunities and mechanisms to engage with older men.
- Meeting staff from Aware Defeat Depression to discuss ways to increase the involvement of men in their service (13th January).
- Coordinating the MHFI donation to the HPV Action campaign.
- Liaising with Carmichael House about other groups using the MHFI / MDN desk, and resolving this situation.
- Assisting staff from the South Eastern Health and Social Care Trust to plan an initial men's health network meeting (15th January).
- Participating in a meeting of the Southern Area Men's Health Group to plan their annual men's health seminar (22nd January).
- Contributing to a meeting of the Planning Group for the 'Improving Children's Lives' (ICL) seminar on the importance of fathers (20th January).
- Researching and creating an 'Images of Fathers' PowerPoint loop for the ICL seminar, and re-editing the Man Matters 'Experience of Separated Fathers' video for this event.
- Briefing the OFMDFM Junior Ministers for their speech at the ICL seminar.
- Promoting the Research Tender for the 'Dads Direct' consortium.
- 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 ...