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

Tasks included ...

- Facilitating a Focus Group with the 'Mind Yourself' programme facilitators in the Colin area - as part of the overall evaluation process (3rd July).
- First run testing of the new Irish 'WorkOut' website.
- Identifying additional funding within the YMSP budget for the development of the WorkOut website.
- Following-up any outstanding YMSP invoices, and arranging for their payment.
- Providing feedback to YouthAction NI on the first draft of their report on the development of a Young Men's Forum in the Colin area.
- Changing text on the MHW 2012 website to make it past tense.
- Updating details of MHW 2012 events which took place.
- Collating details of media coverage and publicity during MHW 2012.
- Finalising the media database used during MHW 2012.
- Completing the MHW 2013 Service Agreement with the HSE, and arranging for it to be signed and submitted.
- Making all practical and administrative arrangements for the MHFI Management Committee meeting (3rd July), and contributing to this gathering.
- Defining MHFI budget streams for the new accounts recording format, and proofing the draft of this spreadsheet.
- Contacting Alan O'Neill (MDN) about a shared Company address for MHFI in Dublin, and circulating details to Forum members.
- Proofing the final draft of the Man Matters Policy Briefing Paper on Fatherhood.
- Preparing and submitting a claim form for MHFI's involvement in the Man Matters project.
- Invoicing the University of Aberdeen for MHFI's input to the Men and Obesity Study.
- Participating in a teleconference with GSK (18th July), and minuting this conversation.
- Promoting the 'Men's Health Train the Trainers' programme, and fielding requests for further information.
- Negotiating with Joe Armstrong about the acknowledgement of his input to the Train the Trainers programme.
- Making all practical arrangements for a meeting with Joe Armstrong, in Dublin, to view the Train the Trainers videos.
- Contributing to the Steering Group of the greater-Belfast Older Men's Forum (5th July).
- Writing minutes of the Eircom teleconference which was held in late June.
- Helping staff in Downshire Hospital, Downpatrick, to identify a support group / network for a recently bereaved man.
- Liaising with 'See Change' about MHFI's membership of the partnership.
- Arranging speakers on men's health for ESB staff events to be held in October 2012.
- Writing an MHFI letter for support for Letterkenny CDP's plan to develop a Men's Shed in St. Conal's Hospital.
- Researching / producing / disseminating the August 2012 edition of 'E-Male Matters'.
- Submitting daily content to the MHFI Facebook and Twitter pages.
- Updating the MHFI website 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; amending the online profile details of MHFI Management Committee members ...
- 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, updating and rationalising all of MHFI's electronic mailing lists ...