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## **MHFI Director of Operations: Summary of Work Undertaken in July 2014**

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Tasks included ...

- Conducting online searches to determine the level of media coverage for Men's Health Week (MHW) 2014.
- Changing the Cover Photo on the MHFI and MHW Facebook pages back to the regular images.
- Re-working all text about MHW 2014 on the MHFI website to make it past tense.
- Revising MHW 2014 'Google Alerts'.
- Negotiating with staff in the Visual Communications Department of the College of Art and Design within DIT about the possible involvement of their students in MHW 2015.
- Continuing to coordinate the dissemination of the 'Challenges and Choices' mini-manuals.
- Drafting and submitting a report on MHW activity to the Hospital Saturday Fund.
- Re-drafting the instructions for Engage Trainers to access the online programme resources.
- Following-up and maintaining contact with Northern Irish Engage Trainers.
- Writing and submitting a substantive six-month progress report on the Engaging Young Men Project (EYMP) for the National Office for Suicide Prevention.
- Compiling and circulating minutes of the EYMP Advisory Group Meeting.
- Reviewing and commenting upon the draft Literature Review for the EYMP Mapping Exercise.
- Completing, signing (on behalf of MHFI), and submitting a copy of the Service Agreement with Leeds Metropolitan University for the Movember-funded research project.
- Meeting with remaining Man Matters partners (Parenting NI and Home-Start NI) to discuss future options for this work (23<sup>rd</sup> July).
- Writing to KPMG (the company responsible for the liquidation of WEA NI) to make a case for why MHFI should be given 'Preferential Creditor Status' in the allocation of resources.
- Meeting with senior staff from KPMG to discuss MHFI's claim for Preferential Creditor Status.
- Downloading copies of all Man Matters resources from their website.
- Securing Administrator access for the Man Matters website and Facebook page.
- Meeting with Roz Goldie (external evaluator of Man Matters) to discuss the possibility of using the findings in her draft final report in future funding bids (23<sup>rd</sup> July).
- Contributing to a meeting of the Man Matters Separated Fathers Working Group to determine future actions and priorities following the collapse of WEA NI (9<sup>th</sup> July).
- Liaising with staff from the British Medical Association NI about the planned Primary Care Roundtable for Northern Ireland.
- Meeting with the Chairperson of Belfast Men's Health Group to discuss the development of a Men's Health App in partnership with MHFI (17<sup>th</sup> July).
- Participating in a brainstorming meeting with the developer of the Men's Health App about our needs and possible content for the App (24<sup>th</sup> July).
- Drafting a specification for the Men's Health App - based upon the outcomes of the meeting with the App developer.
- Completing and returning a form to Carmichael House providing details of MHFI's authorised representative and MHFI's company status.
- Participating in a Skype call with Peter Baker in relation to the external review of the National Men's Health Policy in the Republic of Ireland (25<sup>th</sup> July).
- Supporting staff from the South Eastern Health and Social Care Trust to plan the establishment of a Men's Health Network for their area, and an event to launch this forum.
- Representing MHFI at a meeting of the Belfast Men's Health Group (22<sup>nd</sup> July).
- 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 ...