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

Tasks included ...

- Participating in a teleconference to discuss amendments needed to the Engaging Young Men Project (EYMP) Unit 6 training materials (13th July).
- Re-drafting the format and content of the Unit 6 materials.
- Writing and submitting a 2014 annual report on MHFI's work on EYMP for the National Office for Suicide Prevention (NOSP).
- Collating a January - June 2015 progress report for NOSP on EYMP.
- Drafting a Service Agreement between the Institute of Technology Carlow and MHFI for the evaluation of the Unit 6 training programme.
- Negotiating with NOSP about a new system of payment for the EYMP work undertaken by MHFI, completing Vendor Set-up Forms, and proofing / signing the new Service Level Agreement.
- Sending a 'Thank You' letter to the Public Health Agency in relation to their support for Men's Health Week (MHW), and requesting a meeting to discuss MHFI's plans for MHW 2016.
- Disseminating residual hard copies of the 'Challenges and Choices' Man Manuals throughout Ireland, and promoting their availability online.
- Adding late submissions to the MHW 2015 online events list.
- Conducting online searches to ascertain the reach of MHW 2015 - as evidence for the final report.
- Participating in a teleconference with Sinead McCann - Dublin Institute of Technology Students Learning with Communities - to review their input to MHW 2015 (14th July).
- Meeting with members of the SEHSCT's Men's Health Network to review the activities which they organised during MHW 2015 (22nd July).
- Meeting Minister for Health Leo Varadkar to discuss how elements of the National Men's Health Policy can be integrated into the Healthy Ireland framework (8th July).
- Meeting Kate O'Flaherty - Director of Health and Wellbeing / Healthy Ireland - to explore incorporating elements of the Men's Health Policy into Healthy Ireland (21st July).
- Finalising and signing-off a Memorandum of Understanding between Look Good, Feel Better, Men's Development Network and MHFI in relation to the desk share partnership in Carmichael House.
- Clearing the hard drive of MHFI's Carmichael House computer and re-homing it.
- Liaising with the Finance Department in Carmichael House about over-charging on an invoice.
- Contacting The Revenue re. changing MHFI's company address on their register.
- Drafting and circulating a new rota for taking minutes at MHFI Management Committee meetings.
- Holding a Skype conference with Peter Baker and Ian Banks (16th July) to plan the Republic of Ireland Roundtable on Men's Access to Primary Care Services.
- Sending invitations to all Northern Irish MPs about the HPV Action meeting in the House of Commons on 16th September 2015, and arranging a one-to-one briefing meeting with Danny Kinahan MP.
- Recruiting participants for a meeting with the Equality Commission for Northern Ireland to discuss their draft gender equality policy priorities.
- Participating in a meeting with staff from the OFMDFM Delivering Social Change Team to outline the priorities for men in future cross-departmental initiatives (23rd July). Followed-up this meeting by supplying them with evidence of need and submissions to GAP on key men's issues.
- Holding a teleconference with Ruairi McKieran to discuss mental health and wellbeing initiatives / support services for young men in relation to a project being rolled out by the Soar Foundation and Gaelic Players Association (8th July).
- Contributing to a meeting of the Dads Direct network (2nd July), and proofing the content of the third draft of the briefing paper on 'The Dad Factor'.
- Recruiting participants for the launch of 'The Dad Factor' paper.
- Teleconferencing with staff from Bagenalstown Family Resource Centre to discuss activities to help improve men's health and wellbeing (29th 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 ...