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## **MHFI Director of Operations: Summary of Work Undertaken in July 2018**

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Tasks included ...

- Sending a 'Thank You' message to members of the Men's Health Week (MHW) 2018 Planning Group and all MHW contributors.
- Researching coverage of MHW for the activity report.
- Drafting an article on MHW 2018 for the HSE's 'Health Matters' newsletter.
- Changing the tense of the content on the MHW 2018 webpage.
- Preparing / submitting an invoice to the HSE to claim expenses incurred at the MHW photo-call.
- Securing replacements for the faulty copies of the Man Manual from Haynes.
- Soliciting ideas / collating suggestions for possible outputs to focus upon during Year 2 of the Middle-Aged Men and Mental Health Project.
- Making all practical arrangements for the first meeting of the Advisory Group for Year 2 of the Middle-Aged Men and Mental Health Project (Monday 9<sup>th</sup> July), contributing to the discussion, minuting the proceedings, and following-up action points agreed.
- Preparing and submitting an annual report to the National Office for Suicide Prevention (NOSP) on MHFI's work during 2017 on the Middle-Aged Men and Mental Health Project.
- Compiling a briefing paper on the Middle-Aged Men and Mental Health Project for the NOSP 'Show and Tell' event on innovative practice in the field of mental health and suicide prevention (being held in late August).
- Participating in a teleconference with MSD (Merck) about their research into attitudes to HPV vaccinations for boys in the Republic of Ireland.
- Registering all of the new Engage trainers in the Republic of Ireland to receive the 'E-Male Matters' newsletter.
- Exploring options for an Engage Training for Trainers course in Northern Ireland with the Engage Partners Team (via email) and participating in a Skype call (Monday 23<sup>rd</sup> July).
- Meeting the Western Health and Social Care Trust and Men's Action Network to discuss the delivery of an Engage Training for Trainers course in Northern Ireland (Wednesday 4<sup>th</sup> July and Friday 27<sup>th</sup> July), and taking part in teleconferences with them.
- Updating the Engage Training for Trainers overview paper, application form and confirmation of acceptance of place form for the Northern Ireland programme.
- Arranging a new date and venue for the Healthy Ireland - Men Advisory Group meeting.
- Delivering a signed copy of MHFI's audited accounts to RBK's head office (Monday 9<sup>th</sup> July).
- Creating 'Playlists' on the MHFI YouTube Channel to categorise the videos available.
- Tagging and adding titles / descriptions to any remaining Men's Health Symposium video interviews.
- Editing the embedded codes on YouTube videos on the MHFI website to stop the automatic playing of unrelated videos.
- Preparing / submitting an invoice for MHFI's input to the 'Game of Stones' research project.
- Participating in a Skype call with Dublin Institute of Technology and the University of Cape Town to begin to develop an action learning project on the importance of relationship-building in partnership working (Monday 30<sup>th</sup> July) - drawing upon the model of Men's Health Week.
- Meeting Darren Beggs (Ballymena Sure Start) to discuss increasing fathers' involvement in their programmes (Thursday 19<sup>th</sup> July).
- Reviewing and commenting on the first draft of the Belfast Men's Health Group website, and meeting Paul O'Kane to discuss this (Tuesday 31<sup>st</sup> July).
- Preparing and submitting a monthly update report for the HSE.
- 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 ongoing 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 ...