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## **MHFI Director of Operations: Summary of Work Undertaken in March 2012**

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Tasks included ...

- Making all practical arrangements in relation to the Mind Yourself Train the Trainers sessions, and arranging accommodation for staff from the National Suicide Research Foundation (NSRF).
- Meeting with Ella Arensman and Jacklyn McCarthy from NSRF to discuss their experience of the Mind Yourself training (22<sup>nd</sup> March).
- Collating the minutes of the Young Men and Suicide Project Advisory Group meeting.
- Coordinating the Northern Irish field-testing of the 'Work Out' application with young men, and conducting / recording a Focus Group (5<sup>th</sup> March).
- Ongoing contact with the facilitators of the Young Men's Reference Group in Colin, and developing ideas for a practical project at the end of this programme.
- Participating in a teleconference with Inspire Ireland (12<sup>th</sup> March) to discuss developments / options for introducing the 'Work Out' programme in Ireland.
- Providing input to the development of an 'Invitation to Tender' document to create an Irish version of 'Work Out'. Circulated this document to a range of Northern Irish website designers, and promoted it widely via the MHFI website, Facebook / Twitter pages, Community NI website and NICVA News.
- Liaising with the National Office for Suicide Prevention (NOSP) about their reporting requirements for the Young Men and Suicide Project. Prepared and submitted an annual report to NOSP.
- Contributing to a teleconference of the MHFI Planning Sub-Group for MHW 2012 (9<sup>th</sup> March).
- Developing a prototype electronic submission form for MHW events on the MHFI website.
- Coordinating and collating feedback on the MHW 2012 poster concept, and liaising with the designer to formulate an agreed image.
- Meeting with Peter Shaw from Belfast Community Sports Development Network to secure their involvement in MHW 2012 (2<sup>nd</sup> March).
- Contacting the Northern Ireland Student Medical Committee to engage their participation in the MHW 2012 all-island Planning Group.
- Submitting a second request for a meeting between Eddie Rooney (Public Health Agency - PHA) and MHFI with regard to PHA support for MHW in this and coming years.
- Participating in a teleconference with Eircom (5<sup>th</sup> March) to plan future 'HealthNet' Focus Groups.
- Assisting in a Focus Group with Managers from Eircom to explore their views on the 'HealthNet' initiative (8<sup>th</sup> March), and taking notes.
- Contributing to the Planning Group meeting for the Men's Sheds seminar (1<sup>st</sup> March), drafting a Press Release for this event, and circulating it to all Northern Irish media outlets.
- Acting as host / coordinator during the Men's Sheds event (13<sup>th</sup> March).
- Following-up MHFI's request to the DHSSPS Health Committee to make a presentation on the potential benefits of having a Men's Health Policy / Strategy for Northern Ireland.
- Supporting staff in NUI Maynooth to promote their conference on 'Ethnographic Approaches to Suicide in Ireland'.
- Contacting Margaret Ward (Women's Resource Development Agency) to discuss future cooperative work between women's and men's work organisations (9<sup>th</sup> March).
- Soliciting project ideas to pitch to GlaxoSmithKline (GSK) for funding, and meeting Aiveen Marron from GSK in Dublin on Wednesday 14<sup>th</sup> March to discuss options.
- Making all practical arrangements for the MHFI Management Committee meeting (27<sup>th</sup> March) and reporting to this forum.
- Contributing to a teleconference of the ROMEO Advisory Group (6<sup>th</sup> March).
- Meeting Karen Kelly (MacMillan Cancer Care) to discuss ways that they might engage more men and offer support to them (29<sup>th</sup> March).
- Researching / producing / disseminating the April 2012 edition of 'E-Male Matters'.
- Submitting weekly 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.
- 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 MHFI's electronic mailing lists ...