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

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Tasks included ...

- Convening and making all practical arrangements for the second meeting of the all-island Men's Health Week (MHW) 2014 Planning Group (3<sup>rd</sup> March).
- Liaising with the designer, and the MHW Planning Group, to finalise the layout of the poster / flyer.
- Researching quotes for printing the MHW 2014 posters and fliers, and sending them to print.
- Supporting two groups of marketing students from Dublin Institute of Technology to develop questionnaires which explore young men's attitudes to their own health and MHW.
- Writing an article on MHW 2014 for inclusion in the Carmichael House newsletter / website.
- Researching and drafting content for the MHW 2014 'Challenges and Choices' manual.
- Meeting staff from Lewis Men's Fertility Testing Laboratory in the Royal Victoria Hospital to discuss the possibility of organising a men's health conference for clinicians during MHW 2014 (25<sup>th</sup> March).
- Contributing to a Belfast Men's Health Group meeting to plan their annual MHW event (25<sup>th</sup> March).
- Working alongside Belfast Community Sports Development Network to plan events for MHW 2014.
- Liaising with the Corrymeela Centre about the practicalities for the Engage residential in March.
- Updating Engage participants on arrangements for the residential.
- Participating in the first two days of the Engage training (12<sup>th</sup> and 13<sup>th</sup> March) in Ballycastle.
- Coordinating all follow-up actions arising from the Corrymeela residential, including a Skype conference on 21<sup>st</sup> March.
- Identifying and visiting potential Belfast venues for the second batch of Engage Training for Trainers, and booking Belfast Castle.
- Preparing invoices to the Institute of Technology Carlow and Man Matters for the Engage resource packs and memory sticks.
- Sourcing hotel accommodation in Belfast for the Engage facilitators.
- Liaising with Billy Grace from the National Centre for Men's Health in relation to the Engaging Young Men Project (EYMP) research tender.
- Making all practical and administrative arrangements for the second meeting of the EYMP Advisory Group (26<sup>th</sup> March).
- Arranging and participating in an MHFI Management Committee meeting via video-link (20<sup>th</sup> March).
- Collating notes / presentations from the parallel sessions held during the 'All Right Lads?' conference held in Crumlin Road Gaol on 27<sup>th</sup> February.
- Contributing to the development of a Man Matters practice paper on separated fathers.
- Attending a follow-up meeting of the Man Matters Separated Fathers Steering Group (18<sup>th</sup> March).
- Meeting with staff in NICVA to discuss the revival of the Men's Policy Forum in Northern Ireland (3<sup>rd</sup> March).
- Meeting Peter Topping from the 'Together For You' initiative to discuss links to men's groups / projects (4<sup>th</sup> March).
- Attending a meeting with Martina Hanna from OFMDFM to discuss key actions for men in the Gender Equality Strategy (6<sup>th</sup> March).
- Supporting the Southern Area Men's Health Group to run their men's health conference on 7<sup>th</sup> March in Newry.
- Meeting with Sonia Montgomery from the Men's Health West network to consider how to develop a new men's health website for the WHSCT area (6<sup>th</sup> March).
- Representing MHFI at a meeting of the Men's Health West Steering Group on 10<sup>th</sup> March.
- Supporting Ennis Men's Shed to identify speakers for their 'No Man is an Island' conference in April.
- Representing MHFI on the Advisory Group of Safefood's 'Men, Food and Health Behaviour' study, and reviewing the final draft of the report.
- Researching / producing / disseminating the April 2014 edition of 'E-Male Matters'.
- 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 ...