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

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Tasks included ...

- Making all practical arrangements for the Young Men and Suicide Project (YMSP) Advisory Group meeting (8<sup>th</sup> May). Also, taking minutes of this meeting and circulating them to group members.
- Contributing to a Conference Call (3<sup>rd</sup> May) to finalise arrangements for the 'Mind Yourself' evaluation, and minuting the outcomes.
- Helping to supervise the 'Mind Yourself' Baseline Evaluation in St. Colm's High School (11<sup>th</sup> May).
- Giving a presentation to Colin Youth Strategy Sub-Group (23<sup>rd</sup> May).
- Participating in a teleconference on the 'Work Out' resource (10<sup>th</sup> May).
- Collating feedback on the first draft of the Irish 'Work Out' website.
- Preparing YMSP Progress and Expenditure Reports for the PHA.
- Writing a YMSP briefing paper and a Ministerial update for the DHSSPS.
- Meeting Seamus Mullen from the PHA to discuss the Agency's support for MHW 2012 (15<sup>th</sup> May).
- Making all practical / administrative arrangements for the meeting of the MHW all-island Planning Group (30<sup>th</sup> May), and co-chairing proceedings.
- Researching / compiling a range of background papers and information guides for MHW.
- Arranging the printing of posters for MHW 2012, coordinating their dissemination, and overseeing the delivery of posters within Northern Ireland.
- Fielding queries from organisations about how they can be involved in MHW 2012.
- Fine-tuning the MHW 2012 online event submission form.
- Representing MHFI at a meeting of the Belfast Men's Health Community of Interest Group to plan two large scale events for MHW 2012 (3<sup>rd</sup> May).
- Updating the MHFI database of all media outlets in Ireland, and sending an Advance Notice email asking them to plan coverage of MHW 2012.
- Creating a MHW 2012 web page to act as a central source of information on MHW in Ireland, and populating this with all available resources.
- Commissioning a MHW 2012 'Image Pack' and making this available online for free downloading.
- Following-up the President's Office regarding his input to launching the MHW 2012 posters.
- Participating in a Planning Meeting for the Ulster Cancer Foundation's 'First Instinct' conference being organised for MHW 2012 (10<sup>th</sup> May).
- Writing MHW feature articles for 'Modern Medicine', 'Urology Review', and 'Irish Pharmacy News'.
- Coordinating requests from local radio stations and newspapers for interviews about MHW 2012, and fronting some of these slots.
- Meeting with members of the SHSCT Men's Health Network to finalise the 'Framework for Men's Health' training day (10<sup>th</sup> May), and the MHW conference in Armagh (17<sup>th</sup> May).
- Proofing the first draft of the Man Matters Policy Briefing Paper on Fathers. Also, had a conference call with one of the authors to discuss additional content and to identify key subject experts.
- Representing men's work interests at a meeting with Eileen Sung from OFMDFM to discuss Departmental Action Plans (23<sup>rd</sup> May).
- Meeting Katie Scott (Cancer Research UK) to discuss possibilities for partnership work (31<sup>st</sup> May).
- Preparing a Briefing Paper for submission to the NI Assembly Health Committee about the need for a Men's Health Policy in Northern Ireland.
- Contributing to the MHFI presentation to the Assembly Health Committee (24<sup>th</sup> May).
- Providing input to the final stage of development of publicity / information materials for the AAA Screening Programme for men in Northern Ireland.
- Updating the daytime contact details of MHFI Committee members.
- Researching / producing / disseminating the June 2012 edition of 'E-Male Matters'.
- Submitting weekly content to the MHFI Facebook and Twitter pages.
- Creating new profile pictures for both Facebook and Twitter.
- 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 ...