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

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Tasks included ...

- Collecting 'Challenges and Choices' mini-manuals for dissemination.
- Delivering MHW posters, postcards and manuals to key contacts and distribution points throughout Ireland.
- Updating the all-Ireland media contacts mailing list.
- Writing and disseminating two Press Releases to all media outlets in Ireland (one giving advance notice about MHW, and the other announcing the launch of the 'Challenges and Choices' manual).
- Fielding calls from media outlets, and arranging for / giving interviews and comments.
- Working with Arlene Harris (independent journalist) to secure a supplement on MHW 2014 in the Irish Times newspaper.
- Writing a MHW 'Opinion Piece' for Journal.ie.
- Maintaining contact with / updating Fidelma Browne (Head of Public Communications in the HSE) about MHW 2014 press releases.
- Creating new versions of MHW images to suit the specific needs of Planning Group partners.
- Exploring possibilities for securing free Google 'Ad Words' for Men's Health Week (MHW) 2014.
- Maintaining ongoing communication with members of the all-island MHW 2014 Planning Group.
- Contributing to a Men's Health West meeting to plan local activity for MHW 2014 (12<sup>th</sup> May).
- Participating in a Belfast Men's Health Group meeting to plan a MHW event (13<sup>th</sup> May).
- Meeting with staff from the West Belfast Partnership Board to encourage their involvement in MHW 2014 (14<sup>th</sup> May).
- Following-up / liaising with Engage Trainers in Northern Ireland.
- Promoting the next intake of Engage Training for Trainers in the Republic of Ireland.
- Making all practical arrangements for / participating in the MHFI Management Committee meeting and fundraising brainstorming session (15<sup>th</sup> May).
- Contacting Carmichael House about the additional organisation using our desk space.
- Promoting the NOSP consultation on the new Framework for Suicide Prevention in Ireland.
- Preparing a first draft of MHFI's submission to the NOSP consultation.
- Making all practical arrangements for / participating in a video-link meeting of the Engaging Young Men Project Advisory Group (28<sup>th</sup> May).
- Meeting Brian Drury (Equality Commission for NI) to discuss ECNI's support to tackle key men's inequality issues (7<sup>th</sup> May).
- Representing MHFI at a meeting of the Gender Equality Panel (GAP) in OFMDFM (8<sup>th</sup> May).
- Convening a Skype video-conference of men's work representatives on GAP, to discuss the future structure of the Panel. Collated and submitted a set of proposals (23<sup>rd</sup> May).
- Contributing to a Southern Area Men's Health Group meeting (14<sup>th</sup> May).
- Participating in a meeting of the NICVA Men's Policy Forum (21<sup>st</sup> May).
- Meeting with an App developer to look at the potential for a men's health App for the Belfast Men's Health Group (29<sup>th</sup> May).
- Advising Sandy Row Community Forum on possible strategies for developing a men's health and well-being programme (29<sup>th</sup> May).
- Acting as an advisor to the Volunteer Now research project on the needs of / issues facing older men who are socially isolated.
- Upgrading the MHFI website to the latest version of PHP, and testing compatibility of features.
- 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 ...