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

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Tasks included ...

- Convening, making all practical arrangements for, and contributing to the third meeting of the all-island Men's Health Week (MHW) 2018 Planning Group (10th May).
- Maintaining ongoing communication with / providing updates for members of the Planning Group.
- Engaging Gerry Reardon as the new FAI representative on the Planning Group.
- Continuing to populate the MHW 2018 web page with the most up-to-date resources.
- Creating thumbnail images for the MHW 2018 web page and images page.
- Liaising with the designers and printers to secure hard copies of the MHW posters, postcards, pens and pull-up stands. Also, arranging a re-print of the postcards to meet demand.
- Contacting all recipients of resources during MHW 2017 to see if they would like a supply this year.
- Coordinating requests for, and arranging the dissemination of, all hard copy MHW resources throughout the island of Ireland - using 'DM Services' for large Republic of Ireland deliveries, hand delivering the large Northern Irish orders, and using Royal Mail for everything else.
- Uploading electronic versions of all MHW promotional materials and imagery to the MHFI website.
- Re-writing the HTML code for the online MHW Events Submission Form and testing its functionality.
- Drafting a Word (for email attachment) and PDF (for handwritten replies) version of the MHW Events Submission Form, and making these available online.
- Collating and editing submissions on events and activities taking place during MHW 2018, and making this unified document available on the MHW web page.
- Meeting with James Vincent from the Institute of Public Health (21<sup>st</sup> May) to discuss progress with and the content of the MHW 2018 animation clips.
- Sending a 'one-month-to-go' reminder email about MHW 2018 to all media outlets in Ireland.
- Arranging a half hour feature programme on MHW 2018 with NvTv, and lining-up interviewees for a range of local / community radio stations.
- Negotiating a week-long interactive Q&A thread on Boards.ie which will focus upon MHW.
- Writing a bespoke article on MHW 2018 for the Irish Pharmacy Union's 'Review' Journal.
- Creating a first draft of the MHW 2018 Press Release.
- Finalising the pool of core social media messages for each day of MHW 2018 (developed by the inter-agency team of subject experts drawn from the MHW Planning Group).
- Meeting with Parenting NI (18<sup>th</sup> May) to finalise plans for a MHW high level Roundtable Event at Stormont which will focus upon fathers.
- Liaising with Minister Harris' office about his involvement in the MHW launch photo-call.
- Developing promotional materials / handouts for the Healthy Ireland Networking Conference (e.g. overview of MHW, order sheets for MHW resources, MHW web addresses on compliments slips etc.) and helping to run a MHW / Men's Health Information Stand at the event in Dublin Castle (9<sup>th</sup> May).
- Representing MHFI at meetings of Belfast Men's Health Group (1<sup>st</sup> May) and the SEHSCT Men's Health Network (21<sup>st</sup> May) to finalise plans for MHW.
- Working with Shane Campbell and Gordon Rochford to finalise the videos taken at the Symposium; making these available on YouTube; adding relevant tags and descriptions to each clip; and embedding some of them on the Symposium web page.
- Circulating draft audited accounts and an AGM agenda to MHFI Management Committee members; making all practical arrangements for the AGM and Committee meetings; compiling and presenting a report on activity during 2017 for the AGM; and providing progress updates on current work to the regular Committee meeting (25<sup>th</sup> May).
- Researching the implications of GDPR legislation for MHFI's work, and instigating measures to meet the new requirements including: re-drafting the MHFI Privacy Policy; making this available online; emailing everyone on the MHFI mailing list to confirm if they wish to continue to receive the newsletter; and removing anyone who no longer wished to be a recipient of this information.
- Preparing and submitting a monthly update report for the HSE.
- Circulating the April / May 2018 edition of the 'E-Male Matters' newsletter.
- 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 ...