
MHFI Director of Operations: Summary of Work Undertaken in November 2012

Tasks included ...

- Proofing, editing, coordinating feedback on, and finalising the Full Report and Executive Summary Report on the Young Men and Suicide Project (YMSP).
- Negotiating YMSP Report changes, updates and amendments with 'Tiger Monkey', and following-up all aspects of the Service Agreement with them.
- Liaising with the DHSSPS in order to secure the Minister for Health's association with the YMSP Reports and their Launch.
- Helping Inspire Ireland to advertise, promote, and raise awareness of the 'Work Out' website in Northern Ireland.
- Identifying potential design companies for the National Men's Health Training (NMHT) Resource Pack, writing and circulating an Invitation to Tender document (6th November), acting as the point of contact for the designers, and coordinating the submission of tenders.
- Creating a Service Agreement for the successful tendering body.
- Working with 'Slick Fish' design company to create a logo and an overall concept for the NMHT Resource Pack.
- Identifying / contacting video editing companies about inserting credits into the NMHT films.
- Meeting with Peter Robinson (12th November) to discuss options for a secure online repository for the NMHT resources and a private Trainers' Discussion Forum.
- Working with Noostyle to: update the MHFI website from Joomla 1.5.26 to Joomla 2.5; identify glitches; install additional plug-ins ... to meet the NMHT requirements.
- Researching options and quotes for branded memory sticks for the NMHT facilitators, and arranging for the purchase of these.
- Contacting the Revenue in relation to reclaiming a 'Withholding Tax' payment of €2,000.
- Making all practical / administrative / accommodation arrangements for the MHFI AGM.
- Beginning to draft an MHFI Annual Report for 2012.
- Finalising arrangements for the new MHFI Registered Company Address in Dublin.
- Writing a substantive MHFI Activity Report for the Revenue in relation to the accounting period November 2010 - November 2011.
- Arranging and participating in the first teleconference of MHFI's Men's Health Week 2013 Planning Sub-Group. Minuted this meeting, and followed-up all actions arising.
- Promoting the launch of the Man Matters Policy Briefing Paper on Fatherhood, representing MHFI at it (19th November), and disseminating electronic copies of the report.
- Helping Man Matters to plan and develop additional men's health initiatives.
- Representing MHFI at a meeting of the Belfast Men's Health Group (BMHG) to plan Men's Health Week 2013 (6th November).
- Advising BMHG on the development of a men's health needs research project.
- Co-organising a roundtable meeting with the Equality Commission for Northern Ireland to discuss men's needs and issues in relation to the review of the Gender Equality Strategy.
- Drafting questions for GSK's GP Omnibus Survey.
- Submitting an invoice (for £1,000) to the University of Aberdeen for MHFI's input to the Men and Obesity Study.
- Researching / producing / disseminating the December 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 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 ...