
MHFI Director of Operations: Summary of Work Undertaken in November 2013

Tasks included ...

- Drafting the MHFI Annual Report for 2013.
- Making all practical and administrative arrangements for the MHFI AGM and Management Committee meetings (27th November).
- Finalising nominations for Officer Positions in the MHFI Board of Trustees AGM election.
- Meeting Bidy O'Neill to review HSE funding and provide a progress update (7th November).
- Planning the delivery of Engage Training for Trainers in Northern Ireland with Noel and Lorcan (7th November).
- Researching options for re-printing the Engage USB pen drives.
- Creating Login Accounts for the second tranche of Engage Trainers - to allow them to access resources in the secure area of the MHFI website.
- Preparing a step-by-step guide for Engage Trainers on how to access the online resources.
- Re-contacting the Public Health Agency to request a meeting to discuss a follow-on to the Young Men and Suicide Project in Northern Ireland.
- Contributing to planning meetings for the final Man Matters Conference to be held on Thursday 27th February 2014.
- Convening and minuting a meeting of the MHFI Men's Health Week (MHW) 2014 Sub-Group (27th November).
- Writing to President Higgins' office to invite him to launch the 'Challenges and Choices' booklet during MHW 2014.
- Contacting the Union of Students in Ireland to request a meeting about MHW.
- Writing to the Editor of RTE's Nationwide programme to ask them to cover MHW 2014.
- Contributing to a Belfast Men's Health Group MHW 2014 planning meeting (26th November).
- Representing MHFI at a 'Gender Action Plans' conference in Antrim, hosted by OFMDFM (28th November).
- Offering advice to the BBC NI Newslines Team on their week of features on men's health / men's work in Northern Ireland.
- Assisting the fledgling Belfast Interface Men's Shed to identify sources of funding and to develop programme ideas.
- Contributing research / resource materials to the new men's health page on the Western Health and Social Care Trust website.
- Supporting the ARK Ageing Programme to develop a statistical factsheet on Older Men in Northern Ireland.
- Contributing to a meeting of the Southern Area Men's Health Network to plan a conference for Spring 2014 (13th November).
- Attending an International Men's Day event / photo-shoot with the Lord Mayor in Belfast City Hall, alongside Belfast Men's Health Group (19th November).
- Representing MHFI at the inaugural meeting of the Western Health and Social Care Trust's Men's Health Network (21st November), and helping to draft the vision, mission, aims and objectives, and modus operandi for this body.
- Liaising with the UK-wide HPV Action campaign on behalf of MHFI.
- Supporting Age Partnership Belfast to develop an Invitation to Tender document - focusing upon conducting research into older men and social isolation (25th November).
- Researching / producing / disseminating the December 2013 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 ...