
MHFI Director of Operations: Summary of Work Undertaken in November 2014

Tasks included ...

- Making all practical preparations for the Engaging Young Men Project (EYMP) Advisory Group meeting in Dublin (19th November).
- Participating in a teleconference to discuss the budget required for Phase 2 of EYMP (24th November).
- Contributing to and minuting the EYMP Advisory Group meeting.
- Liaising with Slick Fish about the design and layout of the Portable Document Format version of the EYMP Mapping Exercise Report.
- Sourcing images, and seeking approval for the logos used, in the Mapping Exercise Report.
- Editing, formatting, proofing and finalising the Mapping Exercise Report - to produce a web ready and a print ready version of it.
- Preparing a draft Press Release for the launch of the Mapping Exercise Report - on Wednesday 3rd December 2014.
- Convening, co-chairing, and minuting the first meeting of the all-island Men's Health Week (MHW) Planning Group for 2015 in Dundalk (3rd November).
- Supplying additional information for MHFI's Service Level Agreement with the HSE.
- Liaising with MHFI Management Committee members to secure sign-off and return of the HSE Service Level Agreement.
- Making all practical arrangements for the MHFI Annual General Meeting and Management Committee meeting in December.
- Drafting a paper on MHFI's work during 2014 for presentation at the AGM.
- Creating a new online repository for additional Engage training resources and alternative workshop plans.
- Editing and formatting the additional Engage resources.
- Contributing to an Engage evaluation meeting in Kilkenny (5th November).
- Participating in an Engage evaluation follow-up call with Maya Lefkovich (6th November).
- Representing MHFI at the EMHF Roundtable event on 'Men and Barriers to Primary Care in Northern Ireland' (12th November), and chairing a discussion group at this event.
- Providing input to the planning process for the 'Improving Children's Lives' seminar on the importance of fathers (6th and 25th November).
- Supporting the delivery of men's health checks in the Asda Shopping Centre in Enniskillen and Foyleside Shopping Centre in Derry - organised by 'Men's Health West' (21st and 23rd November).
- Raising awareness of the Department of Finance and Personnel's consultation on the law relating to parental responsibility for unmarried fathers and contact with their children post-separation.
- Researching, preparing and delivering a PowerPoint presentation for the South Eastern Health and Social Care Trust (SEHSCT) seminar on men's health (11th November).
- Supporting staff in the SEHSCT to follow-up their men's health seminar by planning for the establishment of a men's health network within their Trust area.
- Contributing to a meeting of the Northern Ireland-wide 'Dads Direct' network (24th November) to discuss an action plan for 2015.
- Participating in a meeting between Belfast Men's Health Group and Belfast Older Men's Network to explore possibilities for increased support and sharing of ideas between these bodies (27th November).
- Researching / producing / disseminating the November 2014 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 ...