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## **MHFI Director of Operations: Summary of Work Undertaken in November 2015**

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Tasks included ...

- Making all practical arrangements for, contributing to, minuting, and following-up actions arising from the Engaging with Young Men Advisory Group meeting (18<sup>th</sup> November).
- Promoting the availability of the 'Connecting with Young Men' workshops, recruiting host organisations / individual participants, and coordinating the roll-out process.
- Delivering a 'Connecting with Young Men' workshop in Raphoe, Co. Donegal (30<sup>th</sup> November).
- Uploading a copy of the 'Connecting with Young Men' facilitators' resources to the secure login area of the MHFI website.
- Advertising the 'Connecting with Young Men' programme on NOSP's 'Your Mental Health' website.
- Following-up the lost cheque sent to Slick Fish Design.
- Preparing and submitting a bid to the Public Health Agency for financial support for Men's Health Week (MHW) 2016 activity in Northern Ireland.
- Convening / minuting a teleconference of MHFI's MHW 2016 Sub-Group (24<sup>th</sup> November).
- Making a booking / practical arrangements with the Diocesan Pastoral Centre in Dundalk for the first MHW 2016 all-island Planning Group meeting in January 2016.
- Drafting letters to Ireland's two National Soccer Team Managers (Martin O'Neill and Michael O'Neill) asking for their support with MHW 2016.
- Making all practical arrangements for and contributing to the MHFI Management Committee meeting (18<sup>th</sup> November).
- Outlining the case for, and coordinating feedback on, MHFI taking on a governance role in supporting the National Men's Health Policy.
- Supporting the Men's Health West's men's health checks in Derry to mark 'Movember' 2016 (3<sup>rd</sup> November).
- Identifying a partner (Belfast Community Sports Development Network) to collaborate with MHFI in a bid to the Movember 'Social Innovators Challenge' fund.
- Representing MHFI at a tour of the Movember-funded facilities in the Cancer Research Centre at Queen's University Belfast (26<sup>th</sup> November).
- Preparing and submitting a paper on men's health and wellbeing priorities in Northern Ireland for a meeting about gender inequalities with the Junior Ministers in OFMDFM.
- Participating in a Skype call with Peter Baker and Ian Banks to discuss a Primary Care Roundtable for the Republic of Ireland, and minuting the proceedings (17<sup>th</sup> November).
- Drafting an MHFI response to EMHF re. their request for Forum support for the Primary Care Roundtable.
- Contributing to the practical organisation of the South Eastern Health Trust Men's Health Network's 'Men at Work' conference held in Ballynahinch, Co. Down (19<sup>th</sup> November).
- Applying Secure Socket Layer (SSL) authentication to MHFI's HostGator outgoing mail (SMTP) account in order to minimise email 'bounce-backs'.
- Creating a DKIM (Domain Keys Identified Mail) signature for all MHFI outgoing emails.
- Representing MHFI at a meeting of the AAA Screening Programme Public Communications Advisory Group (9<sup>th</sup> November).
- Field-testing the new draft promotional materials for the AAA Screening Programme and submitting feedback on these.
- Researching / producing / disseminating the November 2015 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 ...