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

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Tasks included ...

- Convening, making all practical arrangements for, and minuting the first meeting of the 2019 Men's Health Week (MHW) Planning Group - held on Friday 9<sup>th</sup> November in Dundalk.
- Coordinating the initial poll to determine a short-list of themes for MHW 2019.
- Preparing and submitting a funding application to the Public Health Agency - for MHW 2019 promotional materials and resources for Northern Ireland.
- Finalising and submitting the Year 3 funding application to the National Office for Suicide Prevention (for the Middle-Aged Men and Mental Health Project).
- Contributing to a meeting of the Engage Coordinating Group (8<sup>th</sup> November).
- Attending a Republic of Ireland Engage Facilitators Review Day (20<sup>th</sup> November).
- Participating in a teleconference to discuss the possibilities for putting some elements of Engage online (30<sup>th</sup> November).
- Editing the PDF version of the Engage Trainers' Resource Pack.
- Adding the WHSCT Engage Training for Trainers (TfT) participants to the 'E-Male Matters' mailing list.
- Contacting all TfT participants to update them on the next stage of the Engage training.
- Helping to make practical arrangements for the TfT days in November (e.g. direction signage, equipment, sign-in sheets, special dietary requirements etc.).
- Contributing to two Engage TfT days in Derry (13<sup>th</sup> and 14<sup>th</sup> November).
- Providing follow-up information (including typing-up all flip chart content, preparing contact lists, updating the Day 5 presentation schedule) and regular updates to Engage trainers, partners and participants on the TfT programme.
- Designing a draft version of the TfT participant certificates for approval.
- Participating in a teleconference to plan the programme for Day 5 of the WHSCT TfT (30<sup>th</sup> November).
- Reviewing the draft report on the 'Games of Stones' action research project focusing upon men and weight loss incentives.
- Representing MHFI at the Tobacco Free Ireland Programme Workshop (16<sup>th</sup> November).
- Participating in a meeting of the Belfast Men's Health Group (5<sup>th</sup> November).
- Editing and adding content to the new Belfast Men's Health Group website.
- Attending the official launch of the Belfast Men's Health Group website - to mark International Men's Day (IMD) - with the Chief Commissioner of the Equality Commission for Northern Ireland (19<sup>th</sup> November).
- Utilising MHFI's social media to mark IMD and to promote events in Ireland.
- Contributing to the Dads Direct Steering Group (6<sup>th</sup> November).
- Participating in a Skype call with DIT and the University of Cape Town to plan the programme for the workshop on building realistic and sustainable relationships in order to achieve practical goals, and holding a meeting with Catherine Bates in DIT (8<sup>th</sup> November).
- Cleaning and updating the 'E-Male Matters' mailing list.
- Preparing and submitting a monthly Healthy Ireland - Men progress report to the HSE.
- Researching / producing / disseminating the November 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 ...