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## **MHFI Director of Operations: Summary of Work Undertaken in October 2012**

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Tasks included ...

- Making all practical arrangements for the meeting of the Young Men and Suicide Project (YMSP) Advisory Group (10<sup>th</sup> October), minuting this meeting, and following-up all actions arising.
- Proofing, editing and formatting the Full Report and Executive Summary on the YMSP.
- Creating a QR code for the YMSP reports.
- Coordinating the tender process to select a designer / printer for the YMSP reports.
- Meeting with the successful design company (Tiger Monkey) in Derry on 29<sup>th</sup> October, drafting a Service Agreement with them, and maintaining ongoing communication.
- Proofing and testing the Work Out website prior to the official launch for World Mental Health Day 2012.
- Promoting the launch of Work Out via: MHFI's website; the Forum's Facebook / Twitter pages; an email to everyone on the MHFI mailing list; posting on the Community NI website; submitting articles to other community and voluntary sector newsletters.
- Writing to Ray D'Arcy's 'Save Lives Campaign' about the launch of the Work Out website and the report on the YMSP.
- Supporting an all-day 'Young Men and Mental Fitness' event for Year 11 pupils in St. Colm's High School, Twinbrook - organised by the Young Men's Advisory Group in Colin as a follow-up to the YMSP (25<sup>th</sup> October).
- Responding to a request from East Belfast Community Development Association for further information on the 'Mind Yourself' programme.
- Representing MHFI at the launch of the Man Matters book titled 'A Long Journey to Now' (10<sup>th</sup> October).
- Attending a meeting of the Man Matters Steering Group (23<sup>rd</sup> October).
- Meeting with Roz Goldie (29<sup>th</sup> October) - who is conducting the external evaluation of the Man Matters project - and submitted a written report on MHFI's involvement in this initiative.
- Meeting with Ian Banks, Susan Barber and Eilis McCaughan to discuss the potential for journal articles on men's use of online cancer information / resources (8<sup>th</sup> October).
- Recruiting, and making practical / travel / administrative arrangements for Jim Leishman's input to the seminar on 'Achieving a Sustainable Men's Health Clinic' (on 12<sup>th</sup> October).
- Representing MHFI at the OFMDFM Gender Advisory Panel meeting (23<sup>rd</sup> October).
- Meeting Paula Carroll (in Dublin) to discuss MHFI's role in the development of the National Men's Health Training Resource Pack (24<sup>th</sup> October).
- Helping the SHSCT Men's Health Network to develop realistic Terms of Reference.
- Researching and negotiating suitable accommodation options in Dublin for the MHFI Annual General Meeting.
- Exploring Indemnity Insurance choices for the MHFI Board of Trustees.
- Liaising with Western Alzheimers in Galway about their plans for an annual all-Ireland Men's Mini-Marathon.
- Working with the Eircom Health Net project to identify a calendar of men's health events for 2013.
- Researching / producing / disseminating the November 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 ...