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## **MHFI Director of Operations: Summary of Work Undertaken in October 2013**

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Tasks included ...

- Finalising MHFI's new Service Level Agreement with the HSE.
- Contacting the Public Health Agency to request a meeting to discuss a follow-on to the Young Men and Suicide Project - similar to the one agreed in the Republic of Ireland.
- Making all practical arrangements for the first meeting of the MHFI Men's Health Week (MHW) 2014 Sub-Group in Dublin.
- Contributing to the MHW 2014 Sub-Group meeting (30<sup>th</sup> October) and minuting proceedings.
- Researching hotel accommodation options for the MHFI AGM and Management Committee meeting in November 2013.
- Agreeing a budget with Man Matters for all elements of the 'Engage' Training for Trainers programme in Northern Ireland.
- Finalising the residential centre for the 'Engage' training in the North.
- Visiting the Corrymeela Centre in Ballycastle (21<sup>st</sup> October) to discuss resource requirements for the 'Engage' training residential in Northern Ireland.
- Exploring the cost of re-printing the 'Engage' Trainers' Resource Pack.
- Uploading the re-edited 'Engage' video ('Maybe I Need Something') to Dropbox for downloading by the team of Trainers.
- Representing MHFI at a meeting of the Man Matters Partners' Steering Group (9<sup>th</sup> October).
- Attending a training session on how to use the new Man Matters men's health diagnostic equipment (28<sup>th</sup> October).
- Contributing to the Man Matters Sub-Group (9<sup>th</sup> October) looking at the support needs of separated fathers, and planning an event to launch the Policy Briefing Paper on this area as well as the user-friendly 'Guide for Separated Fathers'.
- Preparing a PowerPoint presentation and contributing to the press release / delegate packs for the 'Building the Case for Men's Health in the West' conference.
- Representing MHFI at the WHSCT men's health conference in Derry on the 11<sup>th</sup> of October, and assisting with the practicalities of the day.
- Making all presentations / reports from the WHSCT conference available for free online downloading.
- Contributing to the development of a job description / fund raising strategy for a Men's Health Coordinator post in the Southern Health and Social Care Trust (SHSCT) area.
- Researching options for a men's health website for the SHSCT area.
- Attending a meeting of the Belfast Men's Health Group (BMHG) on the 22<sup>nd</sup> of October.
- Soliciting responses to the BMHG men's health questionnaire.
- Uploading a series of new resources to the MHFI website including 'Men and Cancer' factsheets and 'Man on a Mission' posters.
- Supporting staff from 'Irish Pharmacy' magazine to write an article on the role of pharmacists in promoting men's health in Ireland.
- Helping the newly-formed Loughshore Men's Shed to develop a men's health needs questionnaire.
- Reinstating Paul Gillen into the MHFI Yahoo Email Group.
- Researching / producing / disseminating the November 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 ...