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## **MHFI Director of Operations: Summary of Work Undertaken in September 2014**

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Tasks included ...

- Drafting Men's Health Week (MHW) 2015 project proposals for the Students Learning in Communities project in DIT.
- Creating a PowerPoint presentation to 'pitch' ideas to the DIT students.
- Contributing to a meeting of Belfast Men's Health Group to plan an event for MHW 2015 (8<sup>th</sup> September).
- Arranging a meeting with Greg O'Donoghue (Vice President Welfare in the Union of Students in Ireland) to discuss promoting key men's health messages among the student population throughout Ireland.
- Booking a venue (Dundalk) for the first meeting of the MHW 2015 all-island Planning Group, and issuing invitations to participate in it.
- Using 'Grant Tracker' to explore funding options for MHW activity in Northern Ireland, and contacting individual funders.
- Collating information on MHW 2014 for a report to the HSE.
- Preparing Service Agreements with WIT and Billy Grace for work undertaken in relation to the Movember-funded research project.
- Submitting an invoice to Leeds Metropolitan University in relation to the Movember research.
- Reviewing and commenting upon drafts of the report on the 'Mapping Exercise' element of EYMP.
- Researching 'ball park' costs to design a PDF version of the EYMP report.
- Making practical arrangements for the next EYMP Advisory Group meeting.
- Arranging and participating in the MHFI Management Committee meeting (2<sup>nd</sup> September).
- Updating and circulating the daytime contact details for MHFI Management Committee members.
- Amending the draft Critical Incident Policy for MHFI.
- Meeting with South Armagh Sure Start to develop their strategy for engaging men (10<sup>th</sup> September).
- Liaising with Men's Health Forum England about the Paddy Power men's health campaign proposal.
- Meeting with Diarmuid Moore to arrange the hand-over of electronic files relating to Man Matters (1<sup>st</sup> September).
- Meeting with Parenting NI and Family Mediation NI to tie-up outstanding business relating to the (ex-) Man Matters Separated Fathers Working Group (3<sup>rd</sup>, 5<sup>th</sup> and 10<sup>th</sup> September).
- Helping to draft a funding proposal for the 'Dads Direct' Working Group.
- Supporting staff from Queen's University Belfast's School of Education to plan a seminar on the importance of fathers in children's lives (3<sup>rd</sup> and 30<sup>th</sup> September).
- Meeting Alison Doake to plan a men's health seminar and the formation of a men's health network for the SEHSCT area (8<sup>th</sup> September).
- Contributing to the Steering Group for the roundtable event on 'Men and Barriers to Primary Care in Northern Ireland'.
- Participating in a meeting of Men's Health West to plan the launch of their new website / organise health checks (29<sup>th</sup> September).
- Researching new online links for the Irish Men's Health App.
- Meeting with Colin Neighbourhood Partnership to assess progress post-Young Men and Suicide Project, and to explore possible future programmes for local males (15<sup>th</sup> September).
- Recruiting respondents for the online survey on the review of the National Men's Health Policy in the Republic of Ireland.
- Contributing to a meeting of Belfast Older Men's Group - looking at how to develop an action plan based upon their research into social isolation (17<sup>th</sup> September).
- Arranging / recruiting for a free workshop - led by NICVA - on governance for men's groups.
- Researching, drafting and submitting a men's work response to the review of the Gender Equality Strategy in Northern Ireland.
- Arranging the renewal of MHFI's domain name registration and web hosting.
- Researching / producing / disseminating the September 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 ...