
MHFI Director of Operations: Summary of Work Undertaken in September 2016

Tasks included ...

- Making all practical preparations for the Engaging Young Men Project (EYMP) Advisory Group meeting and providing updates on specific areas of work.
- Amending and re-circulating the EYMP Evaluation Report.
- Preparing a briefing pack for Minister for Health Michelle O'Neill as preparation for the follow-up meeting to Men's Health Week (MHW).
- Participating in a teleconference to discuss the focus and theme of MHW 2017 and minuting the outcomes.
- Creating a 'Learn more about Men's Health Week' button on the MHW Facebook page.
- Collating tenders from graphic designers in relation to the 'Healthy Ireland - Men' (HI-M) Action Plan.
- Linking with Barry Murphy Design on the HI-M Action Plan.
- Making final edits to the HI-M document and inserting a Foreword.
- Booking a meeting room and making practical arrangements for the first meeting of the HI-M Advisory Group.
- Holding a teleconference with Totem Video Productions to schedule filming days and locations for the 'How to Engage Men' training videos.
- Contacting and liaising with contributors to the 'How to Engage Men' videos and briefing them on requirements.
- Contributing to a planning meeting for the Men's Health Symposium in Dr Steevens' Hospital and minuting the proposals made.
- Creating a Symposium flyer, application form and call for abstracts poster.
- Recruiting participants and contributors to the Symposium.
- Liaising with GERALYN NOLAN in the HSE about the application process for the Symposium.
- Contacting the HSE Facilities Management Team to organise the practicalities of the Symposium.
- Drafting and finalising a Service Agreement between MHFI and the National Centre for Men's Health / Men's Development Network for the Middle-Aged Men (MAM) Research Project.
- Participating in a teleconference to discuss accessing respondents for MAM.
- Reviewing the Interview Guide for MAM before it was submitted for ethical approval.
- Making all practical preparations for the MHFI Management Committee meeting and providing updates on specific areas of work at this gathering.
- Researching possible names for the men and weight loss study.
- Visiting Parliament Buildings at Stormont to meet the Events Team about the seminar to celebrate International Men's Day (IMD) 2016.
- Briefing all speakers for the IMD event at Stormont.
- Coordinating a teleconference for partners and presenters at the IMD event.
- Assisting Michelle McDonagh from the Irish Times to identify men's health projects / researchers / practitioners for a series of articles.
- Meeting staff in DIT to plan a video project focusing upon a range of men's health conditions.
- Preparing an overview of our needs (for DIT staff overseeing the video project) and a 'pitch' document (for the students).
- Sending MHFI's amended Annual Accounts (with a funding source addendum) and Annual Report (reflecting these funding sources) to the HSE and National Office for Suicide Prevention.
- Updating and submitting the letter of support for QUB's application for a PhD studentship to investigate 'Creative Media as a Vehicle for Reduction of Suicide Risk in Men'.
- Representing MHFI at a meeting of the Dads Direct group.
- Renewing MHFI's domain hosting package with HostGator.
- Creating a 'Sign-Up for Newsletter' button on the MHFI Facebook page.
- Researching / producing / disseminating the September 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 ...