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

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### Tasks included ...

- Convening and making all practical arrangements for the Middle-Aged Men and Mental Health Project Advisory Group, and taking minutes of this meeting (4<sup>th</sup> September).
- Writing a Middle-Aged Men and Mental Health Project Activity Report for 2017, and submitting this to the National Office for Suicide Prevention along with a range of other financial returns and practical output information.
- Meeting Sinead McCann, visual artist, to explore creative means to highlight the mental health issues facing and needs of middle-aged men (25<sup>th</sup> September).
- Developing a budget plan for the Engage Training for Trainers (TfT) programme in the Western Health and Social Care Trust (WHSC) area.
- Re-drafting the Memorandum of Understanding between the Engage partners and the WHSC to reflect emerging requirements.
- Creating a registration form for the HSE nominees to the TfT and liaising with them.
- Providing regular updates to all Engage partners and mentors on developments within the TfT programme.
- Meeting with Lorcan and Finian (4<sup>th</sup> September) to plan the first two days of the TfT.
- Contributing to a meeting of the Engage National Steering Group (5<sup>th</sup> September).
- Supporting Engage facilitators in Rol to access the online training resources.
- Uploading the Pavee Point Engage training videos to MHFI's YouTube channel, creating an inventory of all Engage videos (including their URLs), and circulating this material to Engage facilitators.
- Booking a venue for the first meeting of the 2019 Men's Health Week Planning Group, and contacting potential participants in this group.
- Making all practical arrangements for the MHFI Management Committee meeting and providing updates to this gathering (25<sup>th</sup> September).
- Meeting with Catherine Bates to discuss the development of a workshop as part of the DIT / University of Cape Town action learning project on building realistic and sustainable relationships in order to achieve practical goals (5<sup>th</sup> September).
- Utilising MHFI's social media to mark World Suicide Prevention Day.
- Making all practical arrangements for the Healthy Ireland - Men Advisory Group meeting (25<sup>th</sup> September), providing updates to it, and minuting proceedings.
- Contributing to a meeting of the Dads Direct Steering Group (10<sup>th</sup> September).
- Attending a meeting of the Belfast Men's Health Group (BMHG) on the 20<sup>th</sup> of September.
- Proofing, editing and adding to the content of the new BMHG website.
- Negotiating the technical features of the BMHG website with Kaizen Evolution Design and meeting with their web designer to finalise these (20<sup>th</sup> September).
- Renewing the registration of MHFI's domain name and website hosting package.
- Researching the means to add a free Secure Sockets Layer (SSL) Certificate to the MHFI website and installing / activating this feature.
- Submitting a signed Letter of Representation to RBK (auditors) on behalf of the MHFI Management Committee.
- Contributing to the first Steering Group meeting of the Cruse / Macmillan support project targeting men in Northern Ireland (13<sup>th</sup> September).
- Participating in a meeting of the Northern Irish members of HPV Action to plan a strategy for the local adoption of the JCVI recommendation on vaccinating boys.
- Preparing and submitting a monthly Healthy Ireland - Men progress report to the HSE.
- Researching / producing / disseminating the September 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 ...