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## Men's Health Forum in Ireland Service Agreement

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**This Agreement is made on Monday 24<sup>th</sup> February 2014 between:**

**The Men's Health Forum in Ireland (MHFI)**, whose registered address is Carmichael Centre for Voluntary Groups, Carmichael House, North Brunswick Street, Dublin 7

**and**

**The National Centre for Men's Health** (hereinafter referred to as NCMH), whose registered address is the Institute of Technology Carlow, Kilkenny Road, Carlow, Co. Carlow

### **Work to be Undertaken**

The core aim of MHFI's Engaging Young Men Project is to develop a training package which will increase the capacity of service providers and practitioners to effectively engage with young men in relation to programmes which promote mental health and well-being.

There are four key objectives to this initiative:

1. Conduct a **mapping exercise** which will identify the training needs of a wide variety of organisations, seek feedback on how the training might be delivered most appropriately, and shape the focus, content and structure of the training package.
2. Apply a **gender lens** to organisations, by developing an audit tool and a self-assessment quality mark classification system to help agencies to assess how male-friendly they currently are.
3. Create a dedicated **Course Unit titled 'Engaging with Young Men'** within the Engage National Men's Health Training Programme. This Unit will be offered to qualified Engage Trainers as a top-up module, as well as being offered to service providers and practitioners throughout Ireland in a workshop format.
4. Act as a **portal and reference point** for information on young men and mental health in Ireland.

This Service Agreement primarily focuses upon work to meet the first of these key objectives, that is:

*'Conduct a mapping exercise which will identify the training needs of a wide variety of organisations, seek feedback on how the training might be delivered most appropriately, and shape the focus, content and structure of the training package'.*

This work will be conducted in line with the methodology, key deliverables and work plan outlined in the NCMH tender document.

## Research Structure and Governance

The funding from MHFI will be used to appoint a Masters student within the Institute of Technology Carlow (ITC) to carry out the work. ITC has agreed to co-fund a Masters student for this project under its post-graduate scholarship scheme (by way of waiving Masters and registration fees, and by housing the student).

The research team will comprise the following:

- **Dr Noel Richardson** will have overall responsibility for managing the project, ensuring that the key outputs are met, and will have overall editorial responsibility for the final report.
- **Dr Aoife Osborne** and **Dr Paula Carroll** will co-supervise the work of the postgraduate student, and will act as independent researchers during the literature search and focus group coding and analysis phases to maximise the validity and reliability of the work.
- The **Postgraduate Researcher** will be dedicated full-time to the project, and will be responsible for conducting the literature review, organising focus groups, transcribing, coding, analysing and writing up focus groups, and preparing the draft final report.

## Methodology

### **PHASE 1**

Phase 1 will comprise a thorough search of both (i) the academic literature and (ii) the grey literature to begin the mapping exercise of existing work (programme provision, research, resources) in the area of mental health and well-being among young men. This work will build upon, rather than replicate, the findings from the Young Men and Suicide Project report. There will be a specific focus on creating an inventory of present / planned programmes and on identifying gaps across the country ...

- (i) The research team will have access to ITC's library of electronic databases. A search will be conducted using the most relevant databases (Pub Med, Medline, Cinahl and Scopus) using key search words ('mental health' AND 'boys'; 'mental health' AND 'young men'; 'mental health promotion' AND 'boys'; 'mental health promotion' AND 'young men'; 'mental health programmes' AND 'boys'; 'mental health promotion' AND 'young men'). Two researchers from the team will conduct independent searches, and will cross-check results prior to agreeing the final list of publications for inclusion in the literature review. Only research papers from reputable peer-reviewed publications will be considered for review.
- (ii) A review of the grey literature will also be conducted using Advanced Google Search. The same key search words will be used as in the search of electronic databases. Once again, two researchers will conduct independent searches and will cross-check results prior to commencing the review. There will be a particular focus on seeking out evidence of effectiveness and evaluated interventions (national and international) in the area of mental health and wellbeing in boys and young men.

The post-graduate student will be responsible for compiling a draft review of the cited literature. The wider team will support and supervise the work, and will be responsible for editorial revisions.

During Phase 1, an ethics application will be submitted to ITC's Ethics Committee.

## PHASE 2

A series of eight Focus Groups will be conducted with key stakeholder groups to ascertain what information, knowledge, support, skills or resources are needed to enable service providers to engage more effectively with young men on mental health and well-being issues. There will also be a focus on ascertaining stakeholders' views on the content and format of training to support them in engaging with young men, and on the most appropriate and realistic mechanism for delivering this training.

Every effort will be made to ensure that the composition of groups reflects as much diversity as possible, including geographical spread. The research team will also be mindful of capturing the views of more formal / statutory service providers and community / voluntary groups (including peer-led initiatives). The key questions to inform the Topic Guide for the focus groups will be:

- What is the nature and extent of respondents' engagement and/or contact with young men at present?
- Does this engagement include a mental health component and/or is there potential for doing this in the future?
- What are the perceived mental health and well-being needs of young men?
- What are the main challenges and barriers that respondents experience / might experience when seeking to engage with young men, generally, and on mental health issues, specifically?
- Are there any approaches / programmes in this field that work well?
- What support / information / resources / skills would make their efforts to engage young men easier?
- What would be the most appropriate mechanism / timescale / format for delivering this training support?

The use of open-ended, clear and sensitive questions will seek to explore and unravel participants' past experiences of engaging with young men.

All participants will provide written informed consent to participate in the Focus Groups, and permission for the discussions to be audio-taped will be sought from participants in advance. Each audiotape will be transcribed verbatim. Qualitative data analysis will be conducted to establish the principal themes and findings to emerge from the Focus Group data. Focus Group transcripts will be coded independently by the postgraduate student and by members of the wider team to maximise the validity and reliability of findings.

The work will include identification and recruitment of participants for all Focus Groups, hiring of venues, and the provision of refreshments for participants.

## Anticipated Outputs

Eight individual Focus Group reports and one final summary report of Focus Group findings will be produced. The Final Report will also include a review of the relevant literature from Phase 1. The overall focus of the Final Report will be on identifying the training needs of key stakeholders, shaping the focus, content and structure of the training package, and making recommendations on how the training might be delivered most appropriately.

As well as being a data collection tool, it is also anticipated that the Focus Groups will serve to develop and strengthen partnerships with key stakeholders from the statutory, community and voluntary sectors who are working with young men.

## Target Groups

Consideration will be given to convening the following interest groups, with the final selection to be agreed with the Engaging Young Men Project Advisory Group:

- Statutory Primary Health Care Staff
- Teachers / Student Union Officers
- Sports Coaches
- Garda
- Youth Workers
- Clergy / Chaplains
- Workplace Occupational Health Officers / Trade Union Representatives
- Voluntary and Community Sector Mental Health Workers

## Stages of Development

Stage	Work Plan	Timeframe
1	Prepare and submit ethics application to ITC Ethics Committee	Week 1
2	Conduct search of academic and grey literature, and agree scope of papers and publications to be reviewed	Week 1
3	Review academic and grey literature, and prepare synthesis of key findings	Weeks 2 - 6
4	Make preparations for Focus Groups - agree target groups, make contact with participants, arrange venues and catering	Weeks 2 - 6
5	Finalise list of key questions for Focus Group Topic Guide	Week 6
6	Conduct eight Focus Groups, transcribe and analyse transcripts, complete individual Focus Group reports, complete interim report of key findings by Week 12	Weeks 7 - 18
7	Complete draft final report in consultation with Advisory Group	Week 20
8	Finalise report	Weeks 21 - 22

## Timescale

The work will commence on Monday 3<sup>rd</sup> March 2014, and the duration of the project will be five calendar months (22 weeks - completed by Friday 1<sup>st</sup> August).

## Management Structure

NCMH will report to the Director of Operations for MHFI. The overall tender will be guided by the inter-agency Advisory Group for the Engaging Young Men Project (EYMP).

## Remuneration

The total contract price payable by MHFI to NCMH is €15,000 (inclusive of VAT). The breakdown for this budget is:

Postgraduate student stipend	€10,000
Venue hire and refreshments for Focus Groups	€3,000
Travel and subsistence	€2,000

## General Terms and Conditions

### **(a) Payment Schedule**

NCMH will invoice the Company Treasurer of MHFI at the end of ..

- Week 6 - for €4,000
- Week 18 - for €7,000
- Week 22 - for €4,000

Payment will be made on the basis that the agreed milestones and deliverables have been met in accordance with the work plan.

Payment cannot be made until MHFI receives a signed copy of this Service Agreement from NCMH. One copy will be kept on file by MHFI, and a second sent to NCMH. Payment is also dependent upon receipt of relevant invoices, and a signed letter stating that NCMH is responsible for their own tax affairs.

### **(b) Transfer of Agreement**

NCMH shall not be entitled to sub-contract, assign, or transfer this agreement without the prior written consent of MHFI.

### **(c) Termination of Agreement**

MHFI reserves the right to terminate the contract should NCMH breach any of the terms of this Agreement. MHFI shall also have the right to terminate this contract if bankruptcy proceedings against NCMH are commenced, or if any order is made, or an effective resolution is passed for winding-up. MHFI requires a period of 30 days notice from NCMH to terminate this agreement.

### **(d) Confidentiality Clause**

NCMH must agree that any information disclosed by MHFI and/or the Focus Group respondents is the exclusive property of MHFI, and that all copyrights lie with MHFI. As such, NCMH will keep this information strictly confidential.

### **(e) Amendments to the Original Agreement**

Should either party identify a requirement for a change, a request will be made to the other party in writing, detailing the requirements.

## **Points of Contact**

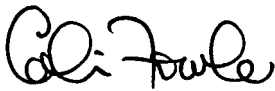

The main points of contact for MHFI and NCMH will be:

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Room 15  
Carmichael House  
North Brunswick Street  
Dublin 7  
Tel: 0044 751 9945261  
Email: [colin@mhfi.org](mailto:colin@mhfi.org)

Noel Richardson  
Director  
National Centre for Men's Health (NCMH)  
Department of Science and Health  
Institute of Technology Carlow  
Kilkenny Road  
Carlow  
Tel: 00353 87 2860152  
Email: [noel.richardson@itcarlow.ie](mailto:noel.richardson@itcarlow.ie)

## **Signatories**

We, the below named signatories, declare that we are authorised to sign this contract on behalf of our respective organisations ...

<b><u>For MHFI</u></b>		<b><u>For NCMH</u></b>	
<b>Name:</b>	Colin Fowler	<b>Name:</b>	Noel Richardson
<b>Signature:</b>		<b>Signature:</b>	
<b>Date:</b>	Monday 24 <sup>th</sup> February 2014	<b>Date:</b>	Monday 24 <sup>th</sup> February 2014