

## **Annex 1, paragraph 1, Minutes of the University [of Tehran] Board of Directors**

**Date: July 27, 2019**

### **Council of Policy Making, Planning and Working Groups for Tobacco-Free University**

#### **Introduction**

Today the standard of success of a university is not simply academic success, but the integrated and targeted efforts in line with the improvement of educational, social, cultural and health indicators are considered to be the standards that open the basis for a comprehensive success of a university.

Therefore, one of the significant indicators is to improve and promote the health components. The University's attitude towards this indicator is not just a biological and medical diminishing view but it also emphasizes the fundamental roles of the social determinants of health, including a safe and healthy environment. Among these actions to provide such an environment is to strive to create a Tobacco-free university.

In line with this ideal and also in accordance with the policies and objectives of the 3rd Strategic Plan of the University of Tehran (2017-2021) on the creation of a healthy environment at the University, on the protection of the environment and on the movement towards a green university, the "Tobacco-Free University" plan was presented.

After evaluating and reviewing this plan at the "Council of Policy Making of Counselling and Mental Health of the University", "University Cultural Council" and holding several consultation meetings with student centers, societies and organizations, finally the policy of the Tobacco Free University was approved by the University Cultural Council on June 17, 2019.

This approval was made on the basis of a social, cultural, preventive, healthy approach, observing the related regulations along with the Composition of members and the task description of the Policy Making and Planning Board and also the Tobacco Free University Working Groups.

In this document, the Composition of members and job descriptions of the approved board and working groups are indicated as follows:

#### **Article 1- Definitions**

- University: University of Tehran
- Plan: Tobacco Free University Plan
- Council: Council of Policy Making and Planning
- Secretariat: Secretariat of the Council of policy Making and Planning

- Working group: Cultural and Social Working Group, Counseling and Treatment Working Group, Information and Media Working Group.

## **Article 2-Objectives**

**2-1** Establishing grounds for the collective contribution of all main elements of university including faculty members, staffs and students to create a tobacco free university

**2-2** Presenting regular, purposeful, and measurable plans within the framework of defined council and working groups aiming at implementing the policies of Tobacco Free University

## **Article 3: Organization**

The executive organization of the policy of the Tobacco Free University comprises two main elements of “Council of Policy Making and Planning” and the Three-Fold Cultural & Social, Counselling and Treatment and Information and Media working groups whose compositions are as follows:

### **3-1 Council of Policy Making and Planning**

**The Composition of the Council of Policy Making and Planning is comprised of the following authorities:**

- President of University of Tehran (Head of the Council)
- Vice President for Students Affairs and Head of Students’ Services Organization (Deputy Head of the Council)
- Director of Center for University of Tehran Counseling Center (Secretary of the Council)
- Director General for Office of the President and Public Relations (Member of the Council)
- Vice President for Cultural and Social Affairs (Member of the Council)
- Official responsible for Representation Institution of the Supreme Leader (Member of the Council)
- Head of Bassij of Professors (Member of the Council)

- Two experts in the relevant fields suggested by the Deputy Head of the Council and confirmed by the Head of the Council (Member of the Council)
- Secretary of the Secretaries of Cultural, artistic, social and religious centers of students (Member of the Council)
- Representative of the Students Journals suggested by the Vice President for Cultural and Social Affairs (Member of the Council)
- Representatives of Two Islamic Associations with Majority of Members (Member of the Council)
- Secretary of the Cultural and Social Center of Staffs (Member of the Council)

**Note:** The Letter of Appointment of the members of Council of Policy Making and Planning are issued by the President of University for two years.

### **3-2 Working Groups**

In order to implement the objectives and policies of Tobacco Free University, the three-fold cultural, social, counselling and treatment, information and media workings groups are formed with the following compositions:

**Note:** The Letter of Appointment of the members of the working groups are issued by the Head of Council for Policy Making and Planning for one year.

#### **3-2-1 Cultural and Social Working Group**

The composition of the Cultural and Social Working Group comprises the followings:

- Director General for Cultural and Social Affairs (Head of the Working Group)
- Director General for Physical Education (Member of the Working Group)
- Director General for Human Resources (Member of the Working Group)
- Director General for Dormitories Affairs (Member of the Working Group)

- Head of Counselling Center (Member of the Working Group)
- Cultural and Political Deputy of the Representation Institution of the Supreme Leader (Member of the Working Group)
- Three Deputy Deans for Students and Cultural Affairs from Colleges/Faculties suggested by the Head of Working Group (Member of the Working Group)
- Deputy for Cultural Affairs, The Academic Center for Education, Culture and Research (ACECR) [Jahad-e Daneshgahi] (Member of the Working Group)
- Secretary of Students' Guilds Council (Member of the Working Group)
- Two experts in the area of social sciences, psychology and behavioral sciences selected by the Head of Working Group (Member of the Working Group)
- Secretary of the Secretaries of Cultural and Artistic, Social and Religious Centers (Member of the Working Group)
- Representative of Students' Journals (Member of the Working Group)
- Secretaries of Islamic Associations (Member of the Working Group)
- Secretary of the Staff's Cultural and Social Centers (Member of the Working Group)

### **3-2-2 Counselling and Treatment Working Group**

The composition of Counselling and Treatment Working Group comprises the followings:

-Head of Counselling Center (Head of the Working Group)

-Director General for Health and Treatment (Member of the Working Group)

-Director General for Welfare Affairs (Member of the Working Group)

-Faculty of Psychology and Educational Sciences (Member of academic staff as suggested by the Dean of the Faculty) (Member of the Working Group)

-Faculty of Social Sciences (Member of academic staffs as suggested by the Dean of the Faculty) (Member of the Working Group)

-One expert on treatment and consumption of tobacco as suggested by the Head of the Working Group) (Member of the Working Group)

### **3-2-3 Information and Media Working Group**

The composition of the Information and Media Working Group comprises the followings:

- Deputy of the Office of Public Relations and Office of the President (Head of the Working Group)
- Deputy for Center of Information Technology and Cyber Space (Member of the Working Group)
- Head of Counselling Center (Member of the Working Group)
- Director General for Cultural and Social Affairs (Member of the Working Group)
- Director General for Human Resources (Member of the Working Group)
- Staff in charge of Public Relations, College of Agriculture and Natural Resources (Member of the Working Group)
- Staff in charge of Public Relations, College of Farabi (Member of the Working Group)
- Staff in charge of Public Relations, College of Engineering (Member of the Working Group)
- Secretary of the Students' Guild Association (Member of the Working Group)
- Secretary of the Secretaries of Cultural, Artistic, Social and Religious Centers (Member of the Working Group)

- Secretary of the Secretaries of Students and Scientific Associations (Member of the Working Group)
- Representative of Students' Journals (Member of the Working Group)
- Secretaries of Islamic Associations (Member of the Working Group)

## **Article 4- Council of Policy Making and Planning**

### **4-1 Duties of Council of Policy Making and Planning**

**4-1-1** Compiling, approving and updating the policies, organization (composition and job description of council and working groups) and executive code of practice for Tobacco-free university and communicating them to be implemented

**4-1-2** Reviewing and approving the cultural, social, educational, counselling and treatment plans of working groups

**4-1-3** Planning to use the constructive collaboration and capabilities of all beneficiary groups aiming at developing their contribution in implementing the plans

**4-1-4** Reviewing and approving the budget to implement the programs of Tobacco-Free University

**4-1-5** Performing supervision and evaluation over the process of implementation of Tobacco Free University programs

**Note:** The meetings of Council of Policy Making and Planning is held once every two months.

### **4-2 Duties of Secretary of Council of Policy Making and Planning:**

**4-2-1** Adjusting calendar for holding the meetings of the council and sending it to the members

**4-2-2** Adjusting the agenda and holding the meetings of the council at the determined times

**4-2-3** Following up the approvals and presenting the results of actions already performed to the council

**4-2-4** Supervising all tasks which are commissioned to the workings groups by the council

**4-2-5** Presenting periodic performance report on the activities of the three-fold working groups

**4-2-6** Conducting other jobs which are shifted to the Head of the Council

## **Article 5- Duties of Cultural and Social Working Group**

**5-1** Planning, managing and performing artistic and literary programs such as theater and other dramatic and artistic activities aiming at disseminating information and implementing the objectives of Tobacco-Free University by using the capacity of cultural and social centers, scientific associations and students' organizations

**5-2** Planning, managing and holding festivals relevant to the objectives of Tobacco-Free University (holding diverse festivals and innovation in their titles and topics with regard to the interests of the beneficiary groups)

**5-3** Planning, managing and holding exhibitions in line with the contents of the policy of Tobacco-Free University

**5-4** Making efforts to increase the contribution of faculty members, staffs, and students' associations and organizations to implement the programs of Tobacco-Free University

**5-5** Planning and performing scientific and developmental programs in association with cultural, social centers, scientific associations and students' organizations.

## **Article 6- Duties of Counselling and Treatment Working Group**

**6-1** Providing possibility of telephone counselling for the applicants who intend to give up the consumption of tobacco products

**6-2** Providing possibility of receiving of oral services for the applicants who intend to give up the consumption of tobacco products

**6-3** Providing grounds to conclude agreement and memorandum of understanding with treatment clinics to refer the qualified individuals

**6-4** Preparing educational contents on presenting services of prevention, counselling and treatment to discontinue the consumption of tobacco products

**6-5** Holding classes to train instructor out of faculty members, staffs and students to present services of prevention, counselling, and treatment to disconnect the consumption of tobacco products

**6-6** Holding educational working groups exclusively for faculty members, staffs and students aiming at prevention from consumption of tobacco products

## **Article 7- Duties of Information and Media Working Group**

**7-1** Information dissemination in line with the implementation of Tobacco-Free University program

**7-2** Planning on promoting the Tobacco-Free University, design and development of virtual activities to disseminate information on the policy of Tobacco-Free University

**7-3** Using the billboards (The space of University can be used to post various billboards at the service of promoting the level of culture of lack of consumption of tobacco products and presenting suitable educations)

The policy of Tobacco-Free University, the composition of the members and job descriptions of Council of Policy Making and Planning and University Working Groups was put forth at the meeting of Board of Directors of University and approved on 27 July, 2019.

**Attachment:**

**The policy of Tobacco-Free University (Approved on 17 June, 2019) by University Cultural Council**

**Tobacco Free University Policy at University of Tehran and Tehran University of Medical Sciences**

**Introduction**

Higher education is one of the basic routes to fulfill human development and “health” besides “education” as one of the main indicators of human development has a specific position.

Thus, it is necessary to pay attention to the integrated promotion of individual health and environment at university. The Tobacco-Free University plan was put forth with regard to the existing statistics and the individual, family and social consequences of tobacco consumption and also with regard to the policies and objectives of The Third Strategic Plan of University of Tehran 2017-2021) on creating a healthy environment at University, protecting environment and moving towards a green university. It is implemented at university aiming at limiting and finally deleting the consumption of any tobacco products.

Thus, University of Tehran presents its own policy and executive instructions to fulfill the main goal of the legislator, i.e. the ban on tobacco consumption at public places which is based on a social, cultural, preventive and health-oriented approach.

In this way, the ground will be paved for the establishment of tobacco anti-consumption norms to prevent, to reduce and to ban the consumption of tobaccos.

The Tobacco Free University Plan is performed through two main stages:



At the first stage, the goal is to prepare the university environment to implement the Tobacco Free University plan which will be implemented in a one-year period.

At the second stage, the Tobacco-Free University plan will be implemented with an emphasis on a comprehensive approach and aiming at restricting and finally omitting the consumption of any kind of tobacco products.

**Definition of the Terms used in the contents of policy:**

**Tobacco products:** They include any kind of cigarette, cigar, tobacco, hookah, e-cigarette (VIP cigarettes), pipe and every other types of tobacco derivatives.

**Beneficiary groups:** They comprise students, professors, staffs, trainees, contractors, visitors and those who refer to the university.

**Target environment:** It means all environments under the administration of university including educational, research, cultural, artistic, sport spaces and dormitories as well,

Restaurants, canteens, all automobiles, events, and scientific, cultural and recreational camps

All times: That is to say 24 hours round-the-clock and seven days of the week.

The set of guidelines and policies of Tobacco-Free University is announced as follows:

**Contents of the Tobacco Free University Policy**

1. The approach of University of Tehran and Tehran University of Medical Science at Tobacco Free University Plan is a social, cultural, preventive and health-oriented approach which is based on the following two basic principles:

Rules and regulations (approved in 1998 and 2006) which encompass ban on consumption of tobacco at public venues.

The damaging effects of consumption of tobacco products for the consumers and individuals who are exposed to it and commitment of university to supply a secure and health-generating environment for education and employment.

2. According to the existing rules and regulations, the purpose of University is to limit and finally delete the consumption of any kind of tobacco products among all beneficiary groups, target environment and in all times.
3. Purchase and sell and supply of any kind of tobacco products in university and around it by the beneficiary groups and others (including fixed and moving sellers) is banned.

4. Any kind of activities of beneficiary groups in promoting, publicizing and protecting the consumption, buying, selling and supplying tobacco products is banned at University.
5. Receiving any kind of aids from tobacco companies in supporting the educational, research, sport and cultural activities is banned.
6. University will provide cultural, preventive and health-oriented facilities to create a Tobacco-Free space for beneficiary groups.

**Signature and Stamp:**

Advisor to the President and Director General for Office of the President and Public Relations,  
University of Tehran, Islamic Republic of Iran