

The Public Relations and International Affairs Committee

Regarding importance of sports medicine and anti-doping for health of the sports community, the Public Relations and International Affairs Committee of the SMFIRI has compiled a master plan comprising major plans of the Federation to make the sports community further acquainted with the issues.

The Public Relations Committee programs:

- Forming specialized visual, written and audio media working groups to promote awareness of the sports community on different sports medicine articles through the media.
- Publishing brochures and posters, 'PeykSalamat' magazine quarterly, 'PayamPezeshkiVarzeshi' (Message of Sports Medicine) Monthly Magazine, and books to promote valuable goals of the SMFIRI
- Cooperating with the Islamic Republic of Iran Broadcasting (IRIB) as an influential media and producing educational programs on sports medicine and anti-doping
- Defining position of sports medicine to sports dailies in order to print related materials in them.
- Training sports medicine reporters in cooperation with related organizations
- Setting up SMFIRI Public Relations network and of the provincial sports medicine boards

The International Relations Department

The SMFIRI International Relations Department has gained special importance with regards to the need to build links with the Asian and world federations as well as the World Anti-Doping Agency (WADA).

Programs:

- Interaction with the Asian Sports Medicine Federation (AFSM) and participation in International Sports Medicine Federation (FIMS) meetings as well as the World Anti-Doping Agency (WADA).
- Identifying international meetings and seminars for the SMFIRI experts participation.
- Registering volunteers for participation in the international educational courses, obtaining visas and so on.
- Striving for engagement with regional countries to build bilateral cooperation.
- Preserving and upgrading position of the SMFIRI members in international bodies and institutions

- Trying to get more seats in international sports medicine and anti-doping institutions for the Islamic Republic of Iran.
- Translating and publishing latest anti-doping laws in cooperation with the National Anti-Doping Agency (NADA).
- (Annual) correspondence with the international sports medicine and anti-doping institutions on the SMFIRI President's consent
- Setting up and updating the SMFIRI English website

The Administrative-Welfare Affairs Committee

The Committee handles the following affairs:

- Enforcing laws and regulations, all employment rules, work classification and other delegated duties
- Specifying and recruiting needed workforce based on related laws and regulations
- Writing and sending letters and replying to letters
- Introducing the personnel to offices, organs, health centers and so on
- Following up and fulfilling sent letters
- Typing all office letters
- Handling all correspondences of the employment department, including correspondences on leaving, rules, verdicts and so on.
- Registering sent or received letters
- Controlling dispatch of parcels/packages
- Distributing letters in different sections of the Federation
- Archiving letters
- Controlling and registering the personnel's leave of absence
- Issuing employment verifications, guarantees or salary verifications.
- Issuing personnel's evaluation forms
- Issuing forms and tracking of personnel's leave of absence at the end of each year
- Issuing verdicts of retirement decisions.
- Following up and providing welfare services.
- Announcing the vacant positions to employ workforce and following up employment related affairs

- Issuing employment decisions.
- Implementing guidelines and directives.
- Guaranteeing office disciplines and order.
- Following up organizational reforms and changes when needed.