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Diplomatic Protocols

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General Secretariat of MYCDIC · Institutional digital validation

MOROCCAN YOUTH COUNCIL FOR DIPLOMATIC AND INTERNATIONAL COOPERATION

GENERAL SECRETARIAT / CONTROLLED PUBLIC POLICY

Diplomatic Protocols

INSTITUTIONAL POLICY AND GOVERNANCE DOCUMENT

Effective date	27 April 2025
Document status	In force / controlled public edition
Institutional owner	General Secretariat of MYCDIC
Reference note	Official 2025 institutional edition - controlled maintenance

Institutional effect. This document governs conduct and internal institutional practice within its scope. It does not create diplomatic status, public authority, employment, contractual rights, or authority to bind MYCDIC unless a separate approved instrument expressly provides otherwise.

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1. Purpose and institutional scope

This Diplomatic Protocols sets the minimum standards applicable to MYCDIC members, Youth Ambassadors, office-holders, staff, volunteers, delegates, authorized account users and other persons acting under the Council's name within the scope described in this document.

The policy protects both the Council and the individuals who serve it by clarifying authority, expected conduct, decision controls, evidence standards and the separation between institutional roles and personal activity.

2. Existing policy framework

1 Introduction

The Moroccan Youth Council for Diplomatic and International Cooperation (MYCDIC) is dedicated to empowering Moroccan youth to lead in diplomacy and foster international cooperation. As representatives of MYCDIC, members, MYCDIC Youth Ambassadors, staff, and volunteers (collectively referred to as “Representatives”) engage in official visits, international events, and formal communications that reflect Moroccan values and global diplomatic standards. These Diplomatic Protocols establish the guidelines for conducting such activities with professionalism, cultural sensitivity, and integrity.

This document ensures that all Representatives uphold MYCDIC’s mission and reputation in global settings, fostering mutual respect and collaboration. Compliance with these protocols is mandatory for all MYCDIC-related diplomatic activities.

2 Scope and Application

These Diplomatic Protocols apply to all MYCDIC Representatives, including:

Registered members and youth ambassadors.

Staff, consultants, and volunteers.

Partners and affiliates acting on behalf of MYCDIC.

The protocols govern activities such as:

Official visits to foreign countries or organizations.

Participation in international conferences, summits, and forums.

Formal communications, including letters, speeches, and media interactions.

Engagements with diplomatic entities, government officials, or international organizations.

Non-compliance may result in disciplinary action, as outlined in the MYCDIC Code of Conduct.

3 Objectives

The Diplomatic Protocols aim to:

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Ensure consistent, professional representation of MYCDIC in global settings.

Promote cultural sensitivity and respect for host countries and organizations.

Maintain neutrality and uphold MYCDIC's apolitical stance.

Enhance MYCDIC's reputation as a leader in youth diplomacy.

4 General Principles

All Representatives shall adhere to the following principles:

Professionalism: Conduct oneself with dignity, preparedness, and respect in all interactions.

Cultural Sensitivity: Respect the customs, traditions, and laws of host countries and organizations.

Neutrality: Avoid actions or statements that could be perceived as endorsing political, religious, or controversial causes.

Integrity: Act transparently and ethically, aligning with MYCDIC's values.

Collaboration: Foster positive relationships with international partners and stakeholders.

5 Guidelines for Diplomatic Engagements

5.1 Preparation for Official Visits

Pre-Visit Research: Study the host country's culture, history, political climate, and diplomatic norms. Consult MYCDIC's briefing materials or leadership for guidance.

Itinerary Approval: Submit proposed travel plans to MYCDIC leadership for approval at least 14 days prior to departure.

Documentation: Ensure valid passports, visas, and necessary permits are obtained. Carry MYCDIC identification and authorization letters.

Dress Code: Adhere to formal or culturally appropriate attire, as specified by MYCDIC or the host. Moroccan cultural elements (e.g., traditional attire) may be incorporated with approval.

5.2 Conduct During International Events

Punctuality: Arrive on time for all scheduled activities, including meetings, speeches, and receptions.

Engagement: Actively participate in discussions, respecting the agenda and allocated speaking times.

Representation: Introduce yourself as a MYCDIC Representative and articulate the organization's mission when appropriate.

Gift Exchange: Follow host country protocols for gift-giving, ensuring gifts are modest, culturally appropriate, and pre-approved by MYCDIC leadership.

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Photography and Media: Obtain consent before taking or sharing photos. Avoid posting sensitive content online without approval.

5.3 Formal Communications

Official Correspondence: Use MYCDIC letterhead and approved templates for letters, emails, or memoranda. All correspondence must be reviewed by leadership.

Public Statements: Seek prior approval from MYCDIC leadership for speeches, press releases, or media interviews. Statements must align with MYCDIC's mission and remain neutral.

Language: Use clear, respectful, and professional language. When possible, incorporate greetings or phrases in the host country's language to show respect.

5.4 Interactions with Diplomatic Entities

Protocol Observance: Follow the host's hierarchy and etiquette (e.g., addressing officials by correct titles, observing seating arrangements).

Neutrality: Avoid commenting on political or controversial issues unless explicitly authorized by MYCDIC leadership.

Confidentiality: Do not disclose sensitive information shared during closed-door meetings unless permitted.

5.5 Cultural and Religious Sensitivity

Respect Local Customs: Observe dietary restrictions, dress codes, and social norms (e.g., greetings, gestures).

Religious Observance: Respect religious practices, such as prayer times or holidays, and accommodate them when possible.

Conflict Avoidance: Refrain from debates or actions that could offend cultural or religious sensitivities.

6 Media and Public Relations

Designated Spokespersons: Only authorized Representatives may speak to the media on behalf of MYCDIC. Contact leadership for approval.

Social Media: Adhere to MYCDIC's Social Media Policy. Avoid posting real-time updates about sensitive events without permission.

Crisis Communication: In case of a public relations issue, refer all inquiries to MYCDIC leadership and refrain from commenting.

7 Safety and Security

Travel Safety: Follow MYCDIC and host country safety guidelines, including health protocols and emergency procedures.

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Emergency Contacts: Carry MYCDIC's emergency contact list and register with the Moroccan embassy in the host country, if applicable.

Incident Reporting: Report any safety incidents (e.g., theft, harassment) to MYCDIC leadership and local authorities immediately.

8 Training and Compliance

Mandatory Training: All Representatives must complete MYCDIC's diplomatic protocol training, offered through workshops or online modules.

Briefings: Attend pre-event briefings for specific guidance on host country protocols and expectations.

Compliance: Adherence to these protocols is monitored by MYCDIC's Compliance Committee. Violations may lead to disciplinary action, as outlined in the Code of Conduct.

9 Reporting and Feedback

To report concerns or provide feedback on diplomatic activities:

Submit a Report: Email diplomacy@mycdic.org or use the confidential form at https://www.mycdic.org/contact.html.

Details: Include specifics about the issue, such as dates, locations, and individuals involved.

Confidentiality: Reports are handled discreetly, with anonymity protected when requested.

Feedback on these protocols is welcomed to ensure continuous improvement.

10 Amendments

These Diplomatic Protocols may be updated to reflect evolving diplomatic standards or MYCDIC's mission. Representatives will be notified via email and the MYCDIC website. The latest version is available at https://mycdic.org/documents/diplomatic-protocols.pdf.

11 Acknowledgment

By participating in MYCDIC's diplomatic activities, Representatives acknowledge their responsibility to adhere to these protocols. Non-compliance may result in disciplinary measures, as per the MYCDIC Code of Conduct.

Contact Information

For inquiries about these protocols, contact:
Moroccan Youth Council for Diplomatic and International Cooperation (MYCDIC)

Email: contact@mycdic.org

Phone: +34 6 14 14 48 14

Website: https://mycdic.org

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Headquarters: Madrid, Spain | National Coordinating Office: Rabat, Morocco | International Office: Brussels, Belgium | Spanish NIF: G75872663

Approved by the MYCDIC Leadership Council on April 27, 2025.

Enhanced institutional safeguards

The following provisions strengthen the operational reading of this policy and apply together with the preceding rules.

Authority and representation controls

No member, ambassador, office-holder, volunteer, partner or contractor may bind MYCDIC, make commitments in its name, issue credentials, promise funding, accept legal obligations, or present personal views as an institutional position unless the authority is documented and current.

Titles, badges, cards, email addresses and public profiles evidence only the status shown in the live MYCDIC record. They must not be used to imply diplomatic immunity, governmental authority, consular powers, state accreditation or any status not expressly granted by the competent authority.

Conflict of interest, gifts and improper advantage

Covered persons must disclose actual, potential and perceived conflicts before participating in a decision, procurement, selection, partnership, evaluation, disciplinary matter or financial transaction.

Bribes, facilitation payments, secret commissions, kickbacks and any improper advantage are prohibited. Gifts or hospitality that could reasonably influence judgment must be declined or declared under the applicable approval process.

Information security and institutional records

Confidential, personal, financial, security, credential, investigation and unpublished strategic information must be handled only through approved systems and shared on a need-to-know basis.

Official records must not be altered, fabricated, backdated, selectively deleted or moved to personal accounts to evade oversight. Where a controlled register exists, the live register prevails over screenshots, forwarded files or private copies.

Safeguarding and non-retaliation

Harassment, intimidation, exploitation, coercion, discrimination, sexual misconduct, abuse of authority and retaliation against a person who raises a concern in good faith are prohibited.

Where safety, safeguarding, evidence preservation or institutional integrity requires it, MYCDIC may apply proportionate interim measures without treating those measures as a final finding.

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Interpretation and hierarchy

This policy must be read with the statutes, internal regulations, approved decisions, privacy rules, safeguarding controls and other applicable MYCDIC instruments. Applicable law always prevails where it imposes a higher or mandatory standard.

If two internal rules conflict, the competent governance body determines the controlling rule, taking account of legal hierarchy, date, scope and the specific decision involved.

No claim of official diplomatic status

MYCDIC youth diplomacy is civil-society and institutional cooperation. Participation in a delegation, use of a diplomatic title, protocol training or attendance at an embassy, ministry, international organization or formal event does not make a participant a state diplomat or confer privileges and immunities.

Credentials and delegation authority

Every official delegation should have an approved mission brief identifying objectives, delegation lead, authorized spokespersons, protocol requirements, safeguarding arrangements and any restrictions on commitments or public statements.

Engagement with public authorities

Representatives must respect host-country law, protocol order, flags and symbols, security instructions, titles and official channels. Requests to governments or diplomatic missions must not misrepresent MYCDIC as a public authority.

Gifts, hospitality and sensitive meetings

Material gifts, unusual hospitality, paid travel and benefits offered in connection with official activity must be handled transparently and declared when they could create an appearance of influence. Sensitive or non-public meetings require appropriate authorization and records.

Accountability, records and continuing obligations

A person who leaves a role remains responsible for confidentiality, return of Council property, non-misuse of credentials and cooperation with legitimate record-preservation or investigation requirements concerning activity during their mandate.

MYCDIC may amend procedures, forms and technical controls without changing the underlying effective date of this institutional edition, provided that substantive policy amendments are approved through the competent governance process.

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Acknowledgement

Participation in MYCDIC activities constitutes a duty to read and comply with the instruments applicable to the relevant role. Where acknowledgement is required, electronic acceptance, signed forms, onboarding records or controlled administrative logs may be used as evidence of receipt.

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Institutional Application Annex

DOCUMENT

Diplomatic Protocols

INSTITUTIONAL USE NOTE

This annex expands how the existing controlled document should be applied within MYCDIC. It does not silently replace the core text. Where the underlying document contains legal, statutory, registration, appointment or other authoritative wording, that original wording remains controlling unless a separately approved instrument expressly amends it.

Operational principles

Authority & scope

Use the document only within the mandate, office, programme or activity to which it actually applies. No publication or title may be read as conferring diplomatic, governmental or legal authority that MYCDIC does not possess.

Decision records

Material approvals, delegations, exceptions and risk decisions should be traceable to an authorized office, a dated record and an identifiable institutional reference.

Integrity & safeguarding

Apply conflict-of-interest, confidentiality, dignity, anti-harassment, data minimization and safeguarding standards proportionately to the activity and the people involved.

Public communication

External statements, branding, media activity and partner references should be accurate, reviewable and consistent with approved institutional positions and published records.

Category-specific implementation expectations

- Before an official visit or diplomatic-facing engagement, confirm who is authorized to represent MYCDIC, the purpose of the engagement, host expectations, protocol sensitivities and the approved speaking position.
- Use titles, flags, seating, precedence, gifts and ceremonial elements with restraint and accuracy. Never imply state or diplomatic status that does not exist.
- Maintain a concise meeting record covering participants, commitments, follow-up owners, deadlines and any issue that requires presidential or secretariat review.
- Separate personal networking from institutional commitments. No representative may promise funding, appointments, partnerships or official positions without documented authority.
- For media-facing diplomatic activity, coordinate factual statements, approved visual identity and post-event evidence before publication.
- Escalate security, political-sensitivity, safeguarding, sanctions, conflict-of-interest or reputational concerns before proceeding where reasonably possible.

Control, Review & Digital Validation

Governance lifecycle

1

Apply

Use the document in the approved institutional context and identify the responsible office or role.

2

Record

Keep proportionate evidence of significant approvals, decisions, incidents, exceptions and outcomes.

3

Review

Reassess the document when law, institutional structure, risk, technology, mandate or operating practice materially changes.

4

Publish

Where publication is appropriate, expose only the public version and keep sensitive operational records separated.

Evidence and institutional recordkeeping

A controlled MYCDIC record should identify the applicable document version, decision owner where relevant, date, affected programme or office, and any evidence necessary to demonstrate responsible implementation. Public records must not disclose confidential personal data, private applicant material, security credentials, or information whose publication would create unnecessary risk.

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