MOROCCAN YOUTH COUNCIL FOR DIPLOMATIC
AND INTERNATIONAL COOPERATION

DOCUMENT IDENTIFICATION / INTEGRITY CONTROL PAGE

Controlled institutional document

Membership Guidelines

DOCUMENT REFERENCE
MYC-DOC-2026-9EBA57CACCF8

ISSUED / SECURED
2026-08-07T16:40:15 UTC

SOURCE SHA-256
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MOROCCAN YOUTH COUNCIL FOR DIPLOMATIC AND INTERNATIONAL COOPERATION

GENERAL SECRETARIAT / CONTROLLED PUBLIC POLICY

Membership Guidelines

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 Membership Guidelines 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

MOROCCAN YOUTH COUNCIL

Public guidance aligned with the current MYCDIC Membership Law

1 Purpose and Authority

These Guidelines explain the public membership pathway of the Moroccan Youth Council for Diplomatic and International Cooperation (MYCDIC). They must be read together with the current Membership Law, Code of Conduct, Terms of Use, Privacy Policy, and any written appointment or decision issued by the competent MYCDIC authority.

Where a public summary differs from a signed appointment, case-specific decision, or the current Membership Law, the more specific and current institutional instrument prevails.

2 Institutional Status

MYCDIC is an international non-governmental youth organization registered in Spain and operating through its approved institutional structure. MYCDIC is not a government, embassy, consulate, ministry, political party, or royal institution.

Membership, volunteering, advisory participation, or appointment does not create state diplomatic status, immunity, public authority, employment, immigration support, visa entitlement, or authority to bind MYCDIC unless expressly granted in writing.

3 Membership and Participation Categories

4 Eligibility and Expected Profile

Accurate and verifiable identity and contact information.

Serious motivation aligned with MYCDIC objectives and institutional values.

Respect for Moroccan institutions, applicable law, human dignity, cultural diversity, and responsible public conduct.

Capacity to communicate professionally, protect confidential information, and cooperate within an assigned structure.

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No misuse of MYCDIC identity, titles, documents, email addresses, networks, or opportunities.

Availability and suitability for the selected area, country, programme, office, or contribution.

5 Application Route

Applications are submitted through the official portal: https://www.mycdic.org/join-us/. Applicants must use their legal identity, provide complete information, and upload only documents they are authorized to share.

Submitting a form does not guarantee acceptance, appointment, membership, interview, certificate, travel support, financial support, or access to internal systems.

6 Institutional Review Process

Registration: The application is registered and checked for completeness and basic consistency.

Eligibility Review: The competent team may assess identity, motivation, experience, conduct, country or unit needs, and institutional suitability.

Clarification or Interview: MYCDIC may request an interview, references, supporting documents, written clarification, or a practical assignment.

Decision: The competent authority may accept, conditionally accept, defer, redirect, or reject the application.

Probation and Onboarding: Accepted applicants may complete probation, orientation, training, and supervised contribution before confirmation.

Confirmation or Appointment: Final membership or an official role exists only after written confirmation or appointment.

No fixed public processing deadline is guaranteed. Review time depends on application volume, verification needs, institutional priorities, interviews, country structures, and the availability of the competent decision-makers.

7 Probation and Confirmation

Accepted applicants may enter a probation period, normally two months unless the competent authority decides otherwise. The period may be shortened, extended, suspended, or ended according to performance, conduct, attendance, communication, confidentiality, and institutional needs.

Probation may conclude with confirmation, reassignment, additional review, rejection, or termination of access.

A probationary person must not claim final membership, public office, or permanent representation.

Access to groups, documents, systems, events, or credentials remains role-based and may be adjusted at any time.

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8 Youth Ambassadors and Representation Roles

A MYCDIC Youth Ambassador is an appointed representative of the Council within the MYCDIC international network. The preferred public title is "MYCDIC Youth Ambassador in [Country]". A country representation may include a Head of Representation and additional appointed officials according to operational needs.

The role represents MYCDIC, not the government of Morocco or any other state.

The title creates no embassy, consular, governmental, or state-diplomatic authority.

Representation rights are limited to the written appointment, approved country structure, and official communication rules.

No representative may sign commitments, raise funds, issue credentials, announce partnerships, or bind MYCDIC without specific written authorization.

9 Duties and Conduct

Follow the Code of Conduct, Membership Law, privacy obligations, brand rules, protocols, and competent instructions.

Use official communication channels and provide timely reports when assigned.

Protect member data, internal discussions, decisions, documents, passwords, and unpublished information.

Avoid conflicts of interest and disclose relevant personal, commercial, political, or organizational interests.

Do not make unauthorized public statements or use MYCDIC identity for personal advantage.

Maintain respectful conduct online and offline and cooperate with legitimate reviews or investigations.

10 Contributions, Benefits, and Access

Any annual contribution or approved support payment is an institutional contribution and does not purchase membership, influence, appointment, certificates, diplomatic status, visa support, travel support, employment, or public authority.

Benefits and access depend on confirmed status, role, country, department, conduct, compliance, available resources, and current programmes. They are not automatic or permanent.

11 Decisions, Suspension, and Ending Participation

MYCDIC may review, suspend, restrict, reassign, or end an application, membership, appointment, access, or participation where required by law, internal rules, conduct, inactivity, security, false information, conflict of interest, reputational risk, or institutional need.

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Where applicable, the person may submit a reasoned request for review through the channel stated in the decision or through the official contact form. A review request does not automatically suspend the decision.

12 Data and Records

Application files, assessment notes, interview outcomes, probation records, communications, decisions, access records, and compliance information may be retained and processed according to the Privacy Policy, legal obligations, and legitimate institutional needs.

13 Official Channels

14 Institutional Offices

Headquarters: Madrid, Spain

National Coordinating Office: Rabat, Morocco

International Office: Brussels, Belgium

Spanish NIF: G75872663

These Guidelines are a public operational summary. The current Membership Law and competent written decisions remain authoritative.

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.

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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.

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.

Nature of membership

Membership is a personal institutional status governed by MYCDIC rules. It is not employment, a public office, diplomatic accreditation, a scholarship, a contractual entitlement or a guarantee of appointment, funding, travel, visa support or access to external institutions.

Eligibility and due diligence

MYCDIC may verify identity, age, contact information, qualifications, conflicts, sanctions-related risk, prior conduct and other information proportionate to the role. False or materially misleading information may lead to rejection, suspension or termination.

Use of membership identity

Member IDs, certificates and cards are non-transferable and remain subject to the live register. They may not be altered, sold, lent, reproduced deceptively or used to obtain benefits unrelated to approved Council activity.

Suspension, termination and continuity

Membership may end by expiry, resignation, inactivity, non-compliance, disciplinary decision, structural change or other grounds provided by the applicable rules. Termination does not erase legitimate institutional records, confidentiality duties or prior accountability.

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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.

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

Membership Guidelines

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

- Membership status should be traceable to a verified record, approved category, defined mandate and current institutional status in the People Registry.
- Onboarding should explain conduct rules, confidentiality, representation limits, data handling, use of the Council name and available reporting channels.
- Changes of role, suspension, expiry or departure should update access rights and public profiles promptly to avoid false representation.
- Membership does not itself create employment, diplomatic status, public authority, financial entitlement or authority to bind MYCDIC.
- Conflicts of interest and external affiliations should be disclosed where they could reasonably affect institutional judgment or public trust.
- Member records should be accurate, minimal, access-controlled and retained only as required for legitimate institutional purposes.

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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