Controlled institutional document

Internal Regulations - Controlled Publication Notice

DOCUMENT REFERENCE

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MOROCCAN YOUTH COUNCIL FOR DIPLOMATIC AND INTERNATIONAL COOPERATION

GENERAL SECRETARIAT / CONTROLLED PUBLIC POLICY

Internal Regulations - Controlled Publication Notice

PUBLIC DOCUMENT-CONTROL NOTICE

Effective date	30 July 2026
Document status	In force / controlled public edition
Institutional owner	General Secretariat of MYCDIC
Reference note	Website release reference retained from the existing notice

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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Publication status

The signed and approved internal regulations are controlled institutional instruments. The public portal must display only the version certified for publication by the General Secretariat. Drafts, working copies, extracts and unofficial translations must not be presented as the authoritative text.

- The public link is preserved so that the certified PDF can replace this notice without changing the URL.
- The live website and document-integrity register should be consulted when authenticity matters.
- No publication notice, summary or website description can override the approved internal regulations themselves.

Expected governance coverage

The internal regulations are intended to regulate the operation of institutional bodies, appointments, delegation of authority, meetings and decisions, records, membership conduct, confidentiality, conflicts of interest, safeguarding, discipline, representation standards, use of Council property, digital systems and institutional continuity.

Document control and authority

Only the competent MYCDIC governance body may approve or amend the internal regulations. The General Secretariat controls publication, version identification and replacement of superseded public copies. A document should not be relied on if its origin, integrity or publication status cannot be verified.

Important limitation

This notice does not itself create membership, appointment, diplomatic status, public authority, employment, financial rights or representation powers. Those matters depend on the applicable approved instruments and live institutional records.

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Institutional Application Annex

DOCUMENT

Internal Regulations Publication Notice

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

- Use the document according to its stated scope, current institutional mandate and the authority of the office responsible for the activity.
- Keep material decisions and exceptions traceable through proportionate records and clear ownership.
- Protect personal information, confidential operational material, credentials and sensitive institutional data from unnecessary disclosure.
- Use the Council name and visual identity accurately and avoid statements that imply unapproved authority, partnership, endorsement or legal status.
- Review the document when relevant structures, law, risk, technology or operating procedures materially change.
- Where authenticity matters, rely on the live MYCDIC verification record and cryptographic fingerprint rather than a screenshot or detached page.

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.

DIGITAL VALIDATION RECORD

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