MOROCCAN YOUTH COUNCIL

FOR DIPLOMATIC AND INTERNATIONAL COOPERATION

PROGRAMME OPERATIONS BRIEF

Events, Summits & Delegations

A consistent route from event proposal to documented institutional follow-up.

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PLATFORM

STATUS

PUBLIC REFERENCE EDITION

CURRENT RECORD AND DOCUMENT HISTORY

mycdic.org/documents/records/events-delegations-portal/

Historical signed PDFs are retained without alteration.

About this edition

Events, Summits & Delegations

A consistent route from event proposal to documented institutional follow-up.

This revised reference explains the Council's public operating approach as of 4 November 2026. It is not a legal amendment, appointment instrument, government accreditation, audit certification, or a replacement for an independently authenticated source. Earlier digitally signed files remain available as historical editions.

SECTION 01

Institutional purpose

An MYCDIC event should have a clearly stated outcome: dialogue, professional exchange, research dissemination, training, partnership development or responsible public engagement. Visibility alone is not an adequate measure of success.

- Record a purpose, responsible unit, audience, proposed partners and decision owner.
- Assess whether the activity is hosted, co-organised, attended or merely supported.
- Avoid implying sponsorship or endorsement not documented by the relevant partner.

SECTION 02

Approval and representation

Invitations and delegations should travel through a recorded approval route. Individuals attending on personal grounds must not be presented as delegated representatives without the requisite authority.

- Identify delegation lead, participants, host, dates, venue and permitted scope.
- Approve use of MYCDIC titles, symbols and financial commitments before publication.
- Issue post-event representation and attendance records through the normal document system.

SECTION 03

Delivery, accessibility and safety

Event plans should include practical and safeguarding arrangements proportionate to the format and audience.

- Confirm accessible registration information, language requirements and personal-data handling.
- Assign responsibility for participant welfare, emergency escalation and communications.
- Collect media consent and verify captions before publishing identifiable participants.

SECTION 04

Evidence and follow-up

After the event, an authorised summary should separate attendance facts, discussions, agreed actions and aspirations.

- Store the programme, invitation, authorised speakers and approved photographs.
- Record follow-up commitments with owners and dates.
- Distinguish an expression of interest from an executed agreement or funded programme.

Document control and use

Record	/documents/records/events-delegations-portal/
Related page	/events.aspx
Current edition	2026.11 | 4 November 2026
Prior edition	The earlier secured PDF is retained as an archival version.
Integrity	SHA-256 is provided in the downloadable sidecar. A digest is not a digital signature.

For binding legal texts, verified appointments, safeguarding decisions or current regional listings, consult the relevant official record and competent issuing office. Public descriptions should not be read as conferring government, consular or diplomatic authority.