MOROCCAN YOUTH COUNCIL

FOR DIPLOMATIC AND INTERNATIONAL COOPERATION

ORGANISATIONAL REFERENCE

General Secretariat

Correspondence, records and administrative continuity.

PUBLICATION CODE

MYC-PUB-202611-48CDF4AC72

EDITION

NOVEMBER 2026

DOCUMENT FAMILY

ORGANIZATION

STATUS

PUBLIC REFERENCE EDITION

CURRENT RECORD AND DOCUMENT HISTORY

mycdic.org/documents/records/org-general-secretariat/

Historical signed PDFs are retained without alteration.

About this edition

General Secretariat

Correspondence, records and administrative continuity.

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

Mandate and institutional position

The General Secretariat ensures administrative continuity, institutional follow-up and coordination across MYCDIC structures. It coordinates official correspondence, records, internal follow-up, meeting administration, requests, member documentation and implementation tracking across the Council.

- The published remit is a functional description, not a delegation of public authority.
- A named officeholder is displayed only when the underlying member record and publication setting permit it.
- The Office Registry remains the source for current hierarchy and reporting lines.

SECTION 02

Reporting and collaboration

Work is coordinated through documented institutional channels. Different offices collaborate on activities within their designated responsibilities and should not duplicate authority or private records.

- Record the responsible office before launching an external activity.
- Escalate exceptional decisions to the appropriate authorising function.
- Maintain a traceable decision and follow-up record.

SECTION 03

Operational departments

The current public Office Registry lists the following connected departments. Their presence here reflects the publication snapshot; the live organizational chart may change when authorised administrators update the registry.

- Records & Official Correspondence: Maintains official correspondence, controlled records and institutional filing workflows.

- Decisions & Institutional Follow-up: Tracks approved decisions, deadlines and cross-office institutional follow-up.
- Membership Governance & Documentation: Coordinates controlled membership documentation, governance records and administrative member processes.
- Publications & Document Control: Coordinates controlled institutional publications, references and public document records.

SECTION 04

Public accountability

A clear organisation chart should be useful to the public without exposing internal security controls or unpublished personal information.

- Publish accurate summaries and authorised role holders.
- Keep historical organisational editions available after substantial revisions.
- Provide a route for correcting obsolete or inaccurate public information.

SECTION 05

Document governance

This document is a public reference edition for navigation and understanding. Current offices and appointments must be checked against the live Council directories.

- The related webpage is the source for live presentation.
- Prior verified PDF editions remain unmodified as archival files.
- The new edition is not an automatic legal amendment to bylaws or appointments.

Document control and use

Record	/documents/records/org-general-secretariat/
Related page	/organizational-chart.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.