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Event 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

Event 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 Event 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) hosts a range of events, including conferences, workshops, summits, and community initiatives, to advance its mission of empowering Moroccan youth in diplomacy and international cooperation. These Event Protocols provide comprehensive guidelines to ensure the seamless execution of MYCDIC events, maintaining professionalism, inclusivity, and alignment with the organization’s values.

This document outlines the responsibilities of organizers, participants, and stakeholders, covering logistics, conduct, safety, and media interactions. Compliance with these protocols is mandatory for all individuals involved in MYCDIC events, as defined in the MYCDIC Code of Conduct and Diplomatic Protocols.

2 Scope and Application

These Event Protocols apply to:

Organizers: MYCDIC staff, volunteers, or members coordinating events.

Participants: Members, Youth Ambassadors, guests, speakers, and attendees.

Partners: External organizations or sponsors collaborating on MYCDIC events.

The protocols cover all MYCDIC events, including but not limited to:

In-person and virtual conferences, seminars, and workshops.

International summits and diplomatic engagements.

Community outreach programs and cultural events.

Internal meetings and training sessions.

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

3 Objectives

The Event Protocols aim to:

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Ensure events are organized and executed with professionalism and efficiency.

Promote a safe, inclusive, and respectful environment for all participants.

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

Facilitate meaningful engagement and collaboration among participants.

4 General Principles

All individuals involved in MYCDIC events shall adhere to the following principles:

Professionalism: Conduct activities with preparation, punctuality, and respect.

Inclusivity: Foster an environment welcoming diverse backgrounds and perspectives.

Safety: Prioritize the well-being of all participants and comply with safety guidelines.

Alignment: Ensure events reflect MYCDIC's mission, values, and cultural sensitivity.

5 Event Planning and Logistics

5.1 Pre-Event Preparation

Event Proposal: Organizers must submit a detailed event plan to MYCDIC leadership at least 60 days in advance, including objectives, budget, timeline, and target audience.

Venue Selection: Choose accessible, safe, and culturally appropriate venues (in-person or virtual platforms). Ensure compliance with local regulations and accessibility standards.

Registration: Use MYCDIC's online registration system (https://www.mycdic.org/news/default/news.php) to track attendees and collect necessary information (e.g., dietary needs, accessibility requirements).

Communication: Share event details (agenda, dress code, protocols) with participants at least 14 days prior via email and the MYCDIC website.

Risk Assessment: Conduct a safety and security assessment, including emergency procedures and health protocols.

5.2 Roles and Responsibilities

Event Coordinator: Oversees logistics, participant communication, and compliance with protocols. Reports to MYCDIC leadership.

Volunteers: Assist with registration, ushering, and technical support. Must complete event-specific training.

Speakers/Guests: Provide content in advance for review and adhere to time limits and MYCDIC's apolitical stance.

Media Team: Manages photography, videography, and social media, following MYCDIC's Media Policy.

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5.3 Materials and Branding

Branding: Use MYCDIC's logo, colors (red/green/gold), and approved templates for all materials (e.g., banners, programs, slides).

Sustainability: Prioritize eco-friendly materials and digital resources to minimize environmental impact.

Distribution: Ensure handouts, badges, and promotional items are prepared and distributed efficiently.

6 Participant Conduct

6.1 General Expectations

Punctuality: Arrive on time for all sessions and adhere to the event schedule.

Professionalism: Dress appropriately (e.g., business formal or cultural attire, as specified) and communicate respectfully.

Engagement: Participate actively in discussions, respecting speakers and fellow attendees. Avoid disruptive behavior (e.g., side conversations, phone use).

Compliance: Adhere to the MYCDIC Code of Conduct and event-specific guidelines.

6.2 Inclusivity and Respect

Foster an inclusive environment free from discrimination, harassment, or bullying based on race, gender, religion, or other characteristics.

Respect cultural and religious sensitivities, accommodating needs such as prayer spaces or dietary restrictions.

Address conflicts constructively, escalating to organizers if necessary.

6.3 Safety and Well-Being

Follow venue safety protocols, including evacuation procedures and health guidelines (e.g., masks, sanitization).

Refrain from consuming alcohol or substances unless explicitly permitted by event organizers.

Report safety concerns or incidents to the event coordinator immediately.

7 Media and Public Interactions

7.1 Photography and Videography

Consent: Obtain participant consent before capturing or sharing images/videos. Provide opt-out options during registration.

Branding: Ensure all media reflects MYCDIC's professional image and avoids sensitive content.

Storage: Store media securely and share only with leadership approval.

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7.2 Social Media

Follow MYCDIC's Social Media Policy (https://mycdic.org/documents/social-media-policy.pdf).

Use approved hashtags and tag MYCDIC's official accounts (@MYCDIC) in posts.

Avoid real-time posting of sensitive sessions without permission from organizers.

7.3 Media Interactions

Designated Spokespersons: Only authorized individuals may speak to the media. Refer inquiries to the event coordinator or MYCDIC leadership.

Press Materials: Distribute approved press kits or statements, available through media.presidency@mycdic.org.

Crisis Management: In case of controversy, direct media to leadership and refrain from commenting.

8 Post-Event Procedures

Feedback Collection: Distribute evaluation forms (online or in-person) to gather participant feedback on content, logistics, and inclusivity.

Reporting: Organizers submit a post-event report to MYCDIC leadership within 14 days, detailing attendance, outcomes, and any incidents.

Media Sharing: Upload approved photos/videos to MYCDIC's media gallery (https://mycdic.org/media) within 30 days.

Follow-Up: Communicate outcomes, thank-you messages, and next steps to participants via email and the MYCDIC website.

9 Training and Compliance

Organizer Training: Event coordinators and volunteers must complete MYCDIC's event management training, covering logistics, safety, and protocols.

Participant Briefing: Provide participants with a pre-event briefing (virtual or in-person) outlining expectations and protocols.

Compliance Monitoring: The MYCDIC Compliance Committee oversees adherence to these protocols. Violations may lead to disciplinary action, as per the Code of Conduct.

10 Reporting and Support

For event-related concerns or feedback:

Contact: Email events@mycdic.org or use the confidential form at https://mycdic.org/contact.

Details: Include specifics (e.g., event name, date, issue description).

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

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11 Amendments

These Event Protocols may be updated to reflect changes in MYCDIC's operations or external regulations. Updates will be communicated via email and the MYCDIC website. The latest version is available at https://mycdic.org/documents/event-protocols.pdf.

12 Acknowledgment

By participating in MYCDIC events, all individuals acknowledge their responsibility to adhere to these protocols and related policies. Non-compliance may result in disciplinary measures, as outlined in the MYCDIC Code of Conduct.

Contact Information

For inquiries about event 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

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.

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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.

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.

Event authorization and risk ownership

Each official event should identify an accountable owner, approved purpose, venue or platform, participant category, safeguarding lead, data handling plan, communications authority and escalation route. High-risk activities require a documented risk assessment before launch.

Accreditation and participant safety

Badges and invitations must be controlled, non-transferable where appropriate and limited to the access they state. Emergency contacts, accessibility, medical response, crowd safety and safeguarding arrangements should be proportionate to the event.

Media, photography and consent

Event coverage must respect consent, privacy, children and vulnerable participants, closed sessions, embargoes, partner restrictions and the security of personal information.

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Incident response and post-event record

Serious incidents must be escalated promptly. After the event, the responsible office should preserve the approved programme, attendance evidence, partner records, material incidents, financial records where relevant and a concise outcome report.

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

Event 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

- Assign a responsible event owner, decision chain, safeguarding contact and incident escalation path before registrations or invitations open.
- Define attendee categories, accreditation rules, access controls, photography/media consent, accessibility arrangements and data collection limits in advance.
- Use verified speaker, partner and sponsor descriptions; do not imply endorsement or institutional partnership beyond the actual approved relationship.
- Document material incidents, attendance evidence, public outputs and post-event actions in a proportionate institutional record.
- For high-profile or diplomatic guests, use a written protocol brief covering arrival, precedence, security coordination, speaking order and media handling.
- Close the event with a review of outcomes, unresolved commitments, evidence retention and lessons for future programming.

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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