# Headquarters Information Madrid Spain

OFFICIAL MYCDIC INSTITUTIONAL PUBLICATION

OFFICIAL DOCUMENT REFERENCE

**DOC-DC3CFAACD074**

Repository path: documents/mycdic-library/MYCDIC_Headquarters_Information_Madrid_Spain.pdf

Original content fingerprint: 4D0CCD171610786F5B414090AB0A4231C6214A21...

## DOCUMENT PURPOSE AND STATUS

This cover identifies the attached publication as a document distributed through the official MYCDIC institutional repository. The original document begins on the following page and has been preserved without changing its substantive text, page order, or visual content.

## WHAT THIS RECORD CONFIRMS

- The enclosed file was present in the MYCDIC institutional document repository when this cover was generated.
- The visible SHA-256 fingerprint can be used to detect changes to the original enclosed file.
- The QR code opens the official online location assigned to this publication.

## LIMITATION AND USE

Unless the enclosed publication expressly states otherwise, this file does not create diplomatic status, public authority, appointment, accreditation, membership, funding commitment, contractual obligation, or permission to represent MYCDIC. Current validity should be checked through the official website.

SCAN TO OPEN OFFICIAL FILE

INSTITUTIONAL DIGITAL VALIDATION

**General Secretariat of MYCDIC**

Signature ID: GS-81F216B10A8E1109

Validation: HMAC-SHA256

Fingerprint: SHA-256

81F216B10A8E11098FA7930EAC6FA025C3C398C11203DF8DC79424CCF292BD07

# Headquarters Information: Madrid, Spain

Public reference sheet for the MYCDIC headquarters.

## Institutional reference

Madrid, Spain is the headquarters reference published by MYCDIC for institutional identity, international coordination, and official public communications.

## Visits and correspondence

Institutional visits and physical correspondence are coordinated by prior appointment. Public inquiries should use the official contact channels published on the website.

## Contact

General contact: contact@mycdic.org

Public institutional edition prepared for the MYCDIC website. Original signed records and competent institutional decisions prevail where applicable.

# Institutional Application Annex



DOCUMENT

## Headquarters Information Madrid Spain

**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

- Treat factual registration, address, appointment and governance information as controlled reference data that should be updated only through authorized institutional processes.
- Clearly distinguish public-facing institutional facts from internal operational details and confidential records.
- When an office, address or appointment changes, update the central record and dependent public pages so contradictory copies do not persist.
- Reference documents should state their date or version so readers can understand whether they are current, historical or archival.
- External use of the Council name should be checked against the live public record rather than relying on screenshots or detached copies.
- Verification data and file fingerprints should support authenticity without exposing credentials, private keys or confidential internal information.

# 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

| | |
|---|---|
| REFERENCE | MYC-PDF-MYCDIC-HEADQUARTERS-INFO-A41ABA79 |
| SIGNATURE ID | RSA-B01B8FE924CCC76DF1 |
| PUBLIC KEY | MYCDIC-RSA-E8A93889B01EEB70 |
| SOURCE SHA-256 | A41ABA79434F10716FEE83E9E5C21D16<br>5C2154C17CE49E1B0945C8AADE86CF9B |
| TEXT FINGERPRINT | 55B559F15FA41A9FE0DEE57EAC40F9E3<br>5C9C06EA324A29E0C9C1AA2D9A2AFD8C |
| RSA SIGNATURE | WCIcBAfDAmpp37Yab2e0/7Ty/gteJQCx9DMmh5A5NoO9fZc4mmKQ1rL5NatgkpHYCaFgbs<br>jFKqb2jsD4tJjnyGYO2efx+wEsNjtdC2Wrih33cIy8ultH2QkdnMUhxGjOjxs9bnZuJNcc<br>kpmGUpBgOznzHLW+g+Gsli4QRcD1mW8Ic0H75qrCfQlYqv0FZ8vIUucv+/ikChi7I1swxJ<br>kxBP9msO9t0kC5D7aRlW8IqS1dxV74Krx/fotoG5D7WCcPeMt5xbxM7sD+r3rQaYrNiP6Q |

SCAN TO VERIFY LIVE