Institutional Profile

INSTITUTIONAL PROFILE AND BRAND REFERENCE

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Institutional Profile

Public institutional profile of the Moroccan Youth Council for Diplomatic and International Cooperation.

Overview

MYCDIC is a youth-led international institution registered in Spain and operating through its approved institutional structure.

It advances youth diplomacy, international cooperation, leadership, representation, strategic engagement, and responsible public action.

Areas of work

Core fields include diplomatic awareness, international cooperation, youth participation, institutional dialogue, strategic partnerships, public programs, studies, events, and representation support.

Public role

The Council provides structured opportunities for youth participation while maintaining professional standards, documented processes, identity protection, and institutional accountability.

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

Institutional Application Annex

DOCUMENT

Institutional Profile

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.

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