General Secretariat

INSTITUTIONAL STRUCTURE AND OFFICE BRIEF

OFFICIAL DOCUMENT REFERENCE

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MOROCCAN YOUTH COUNCIL FOR DIPLOMATIC AND INTERNATIONAL COOPERATION

General Secretariat

Institutional records, correspondence and administrative continuity.

Document type	Edition	Status
Public organizational reference	August 2026	Public information

Institutional purpose

Maintains the official administrative memory of MYCDIC and supports coherent communication between leadership, offices, committees and public channels.

Core components

- Records & Archives
- Official Correspondence
- Meeting Minutes
- Internal Circulars
- Administrative Coordination

Principal responsibilities

- Register and preserve official records and approved decisions.
- Manage institutional correspondence and routing.
- Prepare or maintain minutes, circulars and administrative notices.
- Support appointments, meetings and inter-office follow-up.
- Protect confidentiality, data integrity and record access rules.

Reporting relationship

Works under the competent institutional authority and coordinates administratively across all approved offices and bodies.

Public interpretation note
This document explains the institutional area at a public level. Current appointments, individual authority, delegations and reporting lines are determined by approved decisions, appointment notices, internal regulations and applicable law.

Institutional Application Annex

DOCUMENT

General Secretariat

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

- Each unit should have a clear mandate, reporting line, accountable lead and defined relationship with the Presidency, General Secretariat and relevant offices.
- Delegation should be explicit about scope, duration, limits and escalation; silence or job title alone should not be treated as unlimited authority.
- Cross-office work should use named owners and shared records to avoid parallel commitments or duplicated institutional positions.
- Public descriptions of offices and officials should resolve from the central People Registry and institutional records rather than disconnected hardcoded copies.
- Temporary vacancies or unassigned roles should be shown accurately rather than filled with invented or assumed office-holders.
- Structural changes should trigger review of permissions, public pages, document templates, records and continuity responsibilities.

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

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