Presidency And Presidential Office

INSTITUTIONAL STRUCTURE AND OFFICE BRIEF

OFFICIAL DOCUMENT REFERENCE

DOC-3EC1F4A91662

Repository path: documents/organizational-structure/presidency-and-presidential-office.pdf

Original content fingerprint: 1F2012CD4EA821D0F68CBAEC44BF7D0666A90F68...

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General Secretariat of MYCDIC

Signature ID: GS-6586EE7BA4A563A4

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6586EE7BA4A563A491CBF254C18C884B761BBB4948347E76F131D7B9C89B7201

MOROCCAN YOUTH COUNCIL FOR DIPLOMATIC AND INTERNATIONAL COOPERATION

Presidency & Presidential Office

Strategic direction, institutional leadership and executive coordination.

Document type	Edition	Status
Public organizational reference	August 2026	Public information

Institutional purpose

Provides the highest executive direction of MYCDIC, protects institutional coherence, and ensures that priorities, appointments and official representation remain aligned with the Council mission.

Core components

- President
- Presidential Office / Cabinet
- Strategic Follow-Up
- Protocol & Agenda
- Appointments & Decisions

Principal responsibilities

- Set strategic priorities and institutional direction.
- Represent MYCDIC through authorized public and institutional channels.
- Approve or supervise senior appointments, mandates and executive decisions.
- Coordinate high-level relations, protocol, agenda and strategic follow-up.
- Ensure that offices and programmes operate within approved authority.

Reporting relationship

The Presidency provides direction to the General Secretariat, National Office, International Office and other approved bodies. Oversight and advisory bodies retain their defined review or advisory roles.

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

Presidency And Presidential Office

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

REFERENCE	MYC-PDF-PRESIDENCY-AND-PRESIDENT-0FB1485A
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PUBLIC KEY	MYCDIC-RSA-E8A93889B01EEB70
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