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Training Resources Guide

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MOROCCAN YOUTH COUNCIL FOR DIPLOMATIC AND INTERNATIONAL COOPERATION

GENERAL SECRETARIAT / CONTROLLED PUBLIC POLICY

Training Resources Guide

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 Training Resources Guide 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) is committed to empowering Moroccan youth to lead in diplomacy and international cooperation. To support this mission, MYCDIC provides comprehensive training resources to equip members, MYCDIC Youth Ambassadors, staff, and volunteers (collectively referred to as “Representatives”) with the knowledge, skills, and ethical grounding needed to excel in their roles. This Training Resources Guide outlines the workshops, online modules, and other educational opportunities available to ensure Representatives uphold MYCDIC’s standards, as detailed in the Code of Conduct, Diplomatic Protocols, Membership Guidelines, Event Protocols, Social Media Policy, and Compliance and Enforcement Policy.

These resources are designed to foster professionalism, cultural sensitivity, and leadership, preparing Representatives for domestic and international engagements.

2 Scope and Application

This guide applies to:

All MYCDIC Representatives, including new and existing members, MYCDIC Youth Ambassadors, staff, and volunteers.

Training required for participation in MYCDIC activities, such as events, diplomatic engagements, or leadership roles.

Training resources are mandatory for certain roles (e.g., event organizers, social media managers) and strongly encouraged for all Representatives to enhance their contributions to MYCDIC’s mission.

3 Objectives

The Training Resources Guide aims to:

Provide accessible, high-quality training to develop diplomatic and leadership skills.

Ensure compliance with MYCDIC’s policies and ethical standards.

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Promote cultural awareness and effective communication in global settings.

Empower Representatives to represent MYCDIC with confidence and professionalism.

4 Training Programs Overview

MYCDIC offers a variety of training formats, including:

Workshops: In-person or virtual sessions led by experts in diplomacy, leadership, or related fields.

Online Modules: Self-paced courses available via MYCDIC's e-learning platform (https://academy.mycdic.org).

Webinars: Live or recorded sessions with guest speakers or MYCDIC leadership.

Mentorship: One-on-one guidance for Youth Ambassadors or select members, arranged through training@mycdic.org.

Resource Library: Documents, videos, and templates accessible at https://www.mycdic.org/documents.html.

Training is tailored to different roles (e.g., members, event organizers, Youth Ambassadors) and experience levels.

5 Core Training Requirements

5.1 Onboarding Training

Target Audience: New Representatives (within 30 days of joining).

Format: Online module or in-person workshop (2–3 hours).

Topics:

MYCDIC's mission, vision, and values.

Overview of Code of Conduct, Diplomatic Protocols, and Membership Guidelines.

Introduction to MYCDIC's structure and programs.

Access: Enroll via https://academy.mycdic.org or contact training@mycdic.org.

Certification: Completion certificate required for active membership status.

5.2 Policy-Specific Training

Target Audience: All Representatives, with refresher courses annually.

Format: Online modules (1–2 hours each).

Modules:

Code of Conduct: Ethical behavior, respect, and professionalism.

Diplomatic Protocols: Guidelines for international engagements and cultural sensitivity.

Event Protocols: Logistics, participant conduct, and media interactions.

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Social Media Policy: Responsible online communication and branding.

Compliance and Enforcement: Reporting violations and investigation processes.

Access: Available at https://academy.mycdic.org.

Certification: Digital badges issued upon completion, tracked in member profiles.

5.3 Role-Specific Training

Target Audience: Representatives in specialized roles (e.g., event organizers, social media managers, Youth Ambassadors).

Format: Workshops or webinars (3–6 hours).

Examples:

Event Management: Planning, risk assessment, and post-event reporting.

Social Media Strategy: Content creation, crisis management, and MYCDIC branding.

Diplomatic Skills: Negotiation, public speaking, and cross-cultural communication.

Access: Register via https://www.mycdic.org/news/default/news.php or contact training@mycdic.org.

Certification: Role-specific certificates required for certain responsibilities.

6 Advanced Training Opportunities

6.1 Leadership Development

Target Audience: Youth Ambassadors, senior members, or leadership candidates.

Format: In-person retreats or virtual series (10–20 hours).

Topics:

Strategic leadership and team management.

Conflict resolution and mediation.

Advocacy and policy analysis.

Access: By nomination or application via training@mycdic.org.

Certification: Leadership certificate, recognized for MYCDIC promotions.

6.2 International Diplomacy Training

Target Audience: Representatives attending global summits or delegations.

Format: Workshops or webinars (4–8 hours).

Topics:

International relations and global governance.

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Protocol for official visits and multilateral negotiations.

Moroccan foreign policy and cultural representation.

Access: Coordinated with Diplomatic Protocols training at https://academy.mycdic.org.

Certification: Required for international representation roles.

6.3 Specialized Skills Workshops

Target Audience: All Representatives seeking skill enhancement.

Format: Short webinars or in-person sessions (1–3 hours).

Topics:

Public speaking and media training.

Digital literacy and cybersecurity.

Project management and fundraising.

Access: Browse schedule at https://www.mycdic.org/news/default/news.php.

Certification: Optional certificates for professional development.

7 Access and Participation

7.1 Enrollment

Online Platform: Register for modules at https://academy.mycdic.org. Login credentials are provided upon membership approval.

Event-Based Training: Sign up for workshops/webinars via https://www.mycdic.org/news/default/news.php.

Priority: MYCDIC members receive priority; non-members may access select public webinars with approval.

7.2 Accessibility

Languages: Training is offered in English, French, and Arabic, with Amazigh and Spanish options for select modules.

Accommodations: Request accessibility support (e.g., subtitles, sign language) via training@mycdic.org at least 14 days in advance.

Cost: Most training is free for members; nominal fees may apply for advanced programs, with waivers available for financial hardship.

7.3 Tracking and Compliance

Progress Tracking: Completion is recorded in the MYCDIC member portal.

Mandatory Requirements: Failure to complete required training may result in suspension of active membership status, as per Membership Guidelines.

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Feedback: Submit evaluations post-training to improve content, via https://mycdic.org/feedback.

8 Support and Resources

Training Team: Contact training@mycdic.org for enrollment, technical issues, or customized training plans.

Resource Library: Access supplementary materials (e.g., policy PDFs, recorded webinars) at https://www.mycdic.org/documents.html.

Mentorship Program: Request a mentor for personalized guidance via training@mycdic.org.

FAQs: Review common training questions at https://mycdic.org/faq.

9 Monitoring and Evaluation

Oversight: The MYCDIC Training Committee, under the Leadership Council, evaluates training effectiveness and updates content annually.

Participant Feedback: Collected via post-training surveys to ensure relevance and quality.

Compliance: The Compliance Committee verifies completion of mandatory training, as per the Compliance and Enforcement Policy.

10 Amendments

This Training Resources Guide may be updated to reflect new programs, technologies, or MYCDIC's mission. Representatives will be notified via email and the MYCDIC website. The latest version is available at https://mycdic.org/documents/training-resources.pdf.

11 Acknowledgment

By participating in MYCDIC activities, Representatives acknowledge their responsibility to complete required training and adhere to related policies. Non-compliance may result in disciplinary measures, as outlined in the MYCDIC Code of Conduct and Compliance and Enforcement Policy.

Contact Information

For inquiries about training resources, 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.

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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.

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.

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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.

Competency framework

Training should build measurable competence in institutional ethics, diplomacy, protocol, policy analysis, project delivery, safeguarding, communication, digital security and leadership. Completion alone does not prove mastery; assessments and supervised practice may be required for sensitive roles.

Mandatory role certification

MYCDIC may condition appointment, delegation participation, account access, event leadership or public representation on completion of specified modules and renewal cycles. Failure to maintain required training may result in temporary restriction of duties.

Assessment integrity

Participants must complete assessments honestly. Impersonation, answer sharing, falsified attendance, manipulated certificates or unauthorized assistance may invalidate results and trigger disciplinary review.

Training records and privacy

Training records should document module, date, result, validity and issuing authority. Access is limited according to role and privacy requirements. Certificates do not create authority beyond the underlying appointment or membership record.

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

Training Resources

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

- Core induction should cover institutional mandate, structure, code of conduct, safeguarding, information security, representation limits and verification systems.
- Role-based learning should add the competencies needed for diplomacy, programme delivery, media, events, partnerships, data or leadership responsibilities.
- Training completion should be evidenced proportionately, especially where access to sensitive systems or public representation depends on it.
- Use realistic scenarios and decision exercises rather than relying only on passive reading of policies.
- Review learning content when institutional structure, technology, security risk or public-facing procedures materially change.
- Measure whether training improves behavior and operational quality, not only attendance or completion counts.

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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