

Diplomatic Protocols

Moroccan Youth Council for Diplomacy and International Cooperation (MYCDIC)

Effective Date: April 27, 2025

1. Introduction

The Moroccan Youth Council for Diplomacy and International Cooperation (MYCDIC) is dedicated to empowering Moroccan youth to lead in diplomacy and foster international cooperation. As representatives of MYCDIC, members, ambassadors, staff, and volunteers (collectively referred to as “Representatives”) engage in official visits, international events, and formal communications that reflect Moroccan values and global diplomatic standards. These Diplomatic Protocols establish the guidelines for conducting such activities with professionalism, cultural sensitivity, and integrity.

This document ensures that all Representatives uphold MYCDIC’s mission and reputation in global settings, fostering mutual respect and collaboration. Compliance with these protocols is mandatory for all MYCDIC-related diplomatic activities.

2. Scope and Application

These Diplomatic Protocols apply to all MYCDIC Representatives, including:

- Registered members and youth ambassadors.
- Staff, consultants, and volunteers.
- Partners and affiliates acting on behalf of MYCDIC.

The protocols govern activities such as:

- Official visits to foreign countries or organizations.
- Participation in international conferences, summits, and forums.
- Formal communications, including letters, speeches, and media interactions.
- Engagements with diplomatic entities, government officials, or international organizations.

Non-compliance may result in disciplinary action, as outlined in the MYCDIC Code of Conduct.

3. Objectives

The Diplomatic Protocols aim to:

- Ensure consistent, professional representation of MYCDIC in global settings.
 - Promote cultural sensitivity and respect for host countries and organizations.
 - Maintain neutrality and uphold MYCDIC's apolitical stance.
 - Enhance MYCDIC's reputation as a leader in youth diplomacy.
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4. General Principles

All Representatives shall adhere to the following principles:

- **Professionalism:** Conduct oneself with dignity, preparedness, and respect in all interactions.
 - **Cultural Sensitivity:** Respect the customs, traditions, and laws of host countries and organizations.
 - **Neutrality:** Avoid actions or statements that could be perceived as endorsing political, religious, or controversial causes.
 - **Integrity:** Act transparently and ethically, aligning with MYCDIC's values.
 - **Collaboration:** Foster positive relationships with international partners and stakeholders.
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5. Guidelines for Diplomatic Engagements

5.1 Preparation for Official Visits

- **Pre-Visit Research:** Study the host country's culture, history, political climate, and diplomatic norms. Consult MYCDIC's briefing materials or leadership for guidance.
- **Itinerary Approval:** Submit proposed travel plans to MYCDIC leadership for approval at least 14 days prior to departure.
- **Documentation:** Ensure valid passports, visas, and necessary permits are obtained. Carry MYCDIC identification and authorization letters.
- **Dress Code:** Adhere to formal or culturally appropriate attire, as specified by MYCDIC or the host. Moroccan cultural elements (e.g., traditional attire) may be incorporated with approval.

5.2 Conduct During International Events

- **Punctuality:** Arrive on time for all scheduled activities, including meetings, speeches, and receptions.
- **Engagement:** Actively participate in discussions, respecting the agenda and allocated speaking times.
- **Representation:** Introduce yourself as a MYCDIC Representative and articulate the organization's mission when appropriate.
- **Gift Exchange:** Follow host country protocols for gift-giving, ensuring gifts are modest, culturally appropriate, and pre-approved by MYCDIC leadership.
- **Photography and Media:** Obtain consent before taking or sharing photos. Avoid posting sensitive content online without approval.

5.3 Formal Communications

- **Official Correspondence:** Use MYCDIC letterhead and approved templates for letters, emails, or memoranda. All correspondence must be reviewed by leadership.
- **Public Statements:** Seek prior approval from MYCDIC leadership for speeches, press releases, or media interviews. Statements must align with MYCDIC's mission and remain neutral.
- **Language:** Use clear, respectful, and professional language. When possible, incorporate greetings or phrases in the host country's language to show respect.

5.4 Interactions with Diplomatic Entities

- **Protocol Observance:** Follow the host's hierarchy and etiquette (e.g., addressing officials by correct titles, observing seating arrangements).
- **Neutrality:** Avoid commenting on political or controversial issues unless explicitly authorized by MYCDIC leadership.
- **Confidentiality:** Do not disclose sensitive information shared during closed-door meetings unless permitted.

5.5 Cultural and Religious Sensitivity

- **Respect Local Customs:** Observe dietary restrictions, dress codes, and social norms (e.g., greetings, gestures).
- **Religious Observance:** Respect religious practices, such as prayer times or holidays, and accommodate them when possible.

- **Conflict Avoidance:** Refrain from debates or actions that could offend cultural or religious sensitivities.
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6. Media and Public Relations

- **Designated Spokespersons:** Only authorized Representatives may speak to the media on behalf of MYCDIC. Contact leadership for approval.
 - **Social Media:** Adhere to MYCDIC's Social Media Policy. Avoid posting real-time updates about sensitive events without permission.
 - **Crisis Communication:** In case of a public relations issue, refer all inquiries to MYCDIC leadership and refrain from commenting.
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7. Safety and Security

- **Travel Safety:** Follow MYCDIC and host country safety guidelines, including health protocols and emergency procedures.
 - **Emergency Contacts:** Carry MYCDIC's emergency contact list and register with the Moroccan embassy in the host country, if applicable.
 - **Incident Reporting:** Report any safety incidents (e.g., theft, harassment) to MYCDIC leadership and local authorities immediately.
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8. Training and Compliance

- **Mandatory Training:** All Representatives must complete MYCDIC's diplomatic protocol training, offered through workshops or online modules.
 - **Briefings:** Attend pre-event briefings for specific guidance on host country protocols and expectations.
 - **Compliance:** Adherence to these protocols is monitored by MYCDIC's Compliance Committee. Violations may lead to disciplinary action, as outlined in the Code of Conduct.
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9. Reporting and Feedback

To report concerns or provide feedback on diplomatic activities:

1. **Submit a Report:** Email diplomacy@mycdic.org or use the confidential form at <https://mycdic.org/report>.

2. **Details:** Include specifics about the issue, such as dates, locations, and individuals involved.
3. **Confidentiality:** Reports are handled discreetly, with anonymity protected when requested.

Feedback on these protocols is welcomed to ensure continuous improvement.

10. Amendments

These Diplomatic Protocols may be updated to reflect evolving diplomatic standards or MYCDIC's mission. Representatives will be notified via email and the MYCDIC website. The latest version is available at <https://mycdic.org/documents/diplomatic-protocols.pdf>.

11. Acknowledgment

By participating in MYCDIC's diplomatic activities, Representatives acknowledge their responsibility to adhere to these protocols. Non-compliance may result in disciplinary measures, as per the MYCDIC Code of Conduct.

Contact Information

For inquiries about these protocols, contact:

Moroccan Youth Council for Diplomacy and International Cooperation (MYCDIC)

- **Email:** contact@mycdic.org
 - **Phone:** +34 6 14 14 48 14
 - **Website:** <https://mycdic.org>
 - **Address:** Rabat, Morocco
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Approved by the MYCDIC Leadership Council on April 27, 2025.