

Chamber of International Diplomats (CID)

Organisational Handbook

SECTION 1:

MEMBER & CHAPTER REGISTRATION FRAMEWORK

2.1 Registration Requirements for New Chapters

- Submission of a formal application to the Executive Council through the regional office.
- Provision of the following documents:
    - Chapter Constitution (aligned with CID's central policy)
    - List of Chapter Founding Members
    - Nominated Leadership Structure
    - Program Proposal for First Year
    - Proof of local registration (if applicable)
- Approval issued after verification and signing of the CID Supreme Council.

2.2 Individual Membership Application Process

- All membership application process must be done on the CID website, www.thecid.org
- Complete the official CID Membership Form on the website (digital only)
- Submit one recent colour passport-size photo with a white background on website.
- Attach a clear, valid national ID/passport copy on the website.
- Submit a personal statement of intent and interest in diplomacy with a referral ID on the website.
- Membership fee must be paid during subscription on the website.

2.3 Membership Categories & Privileges

Category	Description	Privileges
Honorary Members	Appointed leaders, former diplomats	Voting rights, event access, speaking roles
Professional Members	Practicing diplomats, consultants, professionals.	Voting rights, access to CID research and international postings
Youth Members	Ages 18–35 involved in peace & diplomacy	Access to youth summits, mentorship, and capacity-building programs

Institutional Members	Partner organisations, NGOs & academic centres	Joint program development and access to CID network and research platforms
Observers	Non-voting affiliate members	Limited program participation, updates, and invitations

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SECTION 3: Handbook Code of Conduct

3.1 Expected Behaviour of Members

- Respect cultural diversity and diplomatic neutrality in all dealings.
- Represent CID values at events, both in-person and virtual.
- Avoid partisan, religious, or political campaigning on CID platforms.
- Maintain confidentiality and avoid unauthorized disclosure of internal matters.
- CID dress code – Formal Suit, traditional wear with a CID badge pinned on a blazer.

3.2 Compliance & Ethics

- Breach of ethics may result in:
    - Verbal Communication one time.
    - Written Warning one time by email.
    - Suspension for a period as decided by the Executive Council.
    - Termination of Membership
- Ethics complaints can be submitted to the Ethics & Conduct Committee via official CID email. complaints@thecid.org

SECTION 2:

CID Global Registration Form

4.1 INDIVIDUAL MEMBER APPLICATION

All CID applications must be done on the CID website, www.thecid.org

Full Name: _____
Date of Birth: _____
Nationality: _____
Contact Email: _____
Phone Number: _____

Occupation/Title: _____
Institution (if any): _____
CID Region/Chapter: _____

Referral ID ----------
Preferred Membership Category: _____
Statement of Intent (100 words):

Attachments Required:
Passport Photo
Valid ID/Passport Copy
CV or Resume
Police Clearance Report
Proof of diplomatic engagement

Signature: _____
Date: _____

4.2 NEW CHAPTER REGISTRATION

Application for New Chapter must be done on the CID website, www.thecid.org

Proposed Chapter Name: _____
Country & City: _____
Lead Representative: _____
Contact Information: _____
Proposed Team Members (minimum 5):

1. _____
2. _____
3. _____

Program Focus for First Year:

Documents Attached:

- Official ID's of lead representatives
- Passport copies
- Resume / CV's

- Government & legal procedures for registration
- Budget for registration

Signature (Lead): _____
Date: _____

SECTION 5:

Main Objectives

1. **Promote Global Diplomacy**
    - Strengthen peaceful international relations through advocacy and engagement.

2. **Advance Peace & Conflict Resolution**
    - Mediate, educate, and advocate for nonviolent solutions globally.

3. **Foster Cultural Exchange**
    - Protect and promote diverse cultural heritage through diplomatic platforms.
4. **Support Sustainable Development Goals (SDGs)**
    - Align CID's efforts with the UN's global development agenda.
5. **Effective Trade & Commerce**
    - Develop a global platform for easy trade & commerce.
6. **Empower Women & Youth in Diplomacy**
    - Equip young leaders with the skills and platforms to participate in diplomatic affairs.

SECTION 6:

Governance Model

- **Supreme Council –** Highest Authority for all approvals
- **General Assembly** – Decision-making platform.
- **Executive Council** – Sets strategic direction and oversees global operations.
- **Global Chancellor** – Supreme Diplomatic Leader of the CID.
- **Advisory Board Chairman** – Ceremonial Leader of the CID
- **Board Chairman** – Leader of the CID Board of Directors
- **Secretariat** – Administrative engine led by the Secretary-General and deputies.

- **International Affairs** – Sets all global relationships for the CID
- **Continental Chapters** – Africa, Asia-Pacific, Europe, Americas, Middle East.
- **Standing Committees**:
    - Peace & Conflict Resolution
    - Cultural Exchange
    - Development Initiatives
    - Youth in Diplomacy
    - Women in Diplomacy
    - Ethics & Conduct
    - Trade & Commerce

SECTION 7:

Standard Operating Procedures (SOPs)

Full SOPs would be developed for the following operations of the CID

1. **Membership & Registration**
    - Approve new members and chapters through a structured application and orientation process.

2. **Code of Conduct**
    - Enforce ethical and professional behaviour across all CID engagements.

3. **Event and Program Management**
    - Submit proposals, receive approvals, execute, and report outcomes for events and initiatives.

4. **Strategic Partnerships**
    - Collaborate with governments, UN agencies, professionals, institutions, and NGOs to enhance impact.

5. **Finance & Accountability**
    - Maintain transparent financial records, undergo regular audits, and adhere to budget procedures.

6. **Communication & Media**
    - Centralize media, branding, and digital content under CID's global communications policy.

7. **Trade and Commence**
    - Create a platform for international trade and businesses with the CID and support members with business ideas, training, and funding opportunities under the CID objectives and governance structure.

SECTION 9:

Endorsement and Validation

Approved by:
Global Chancellor, Chamber of International Diplomats
Advisory Board Chairman, Chamber of International Diplomats
BOD Chairman, Chamber of International Diplomats

Date of Ratification: _____

Key Performance Indicators (KPIs) for the CID

Diplomatic Relations

1. Number of Diplomatic Meetings: Track the number of meetings held with foreign diplomats and dignitaries.
2. Diplomatic Partnerships: Measure the number of partnerships established with foreign governments, organisations, professionals, and institutions.
3. Diplomatic Correspondence: Track the volume and quality of diplomatic correspondence, including responses to inquiries and requests.

Event Management

1. Event Attendance: Measure the number of attendees at diplomatic events, including receptions, conferences, and meetings.
2. Event Feedback: Collect feedback from attendees on the quality and effectiveness of diplomatic events.
3. Event Frequency: Track the frequency of diplomatic events, including the number of events held per quarter or year.

Membership and Engagement

1. Membership Growth: Track the growth of the chamber's membership, including the number of new members and retention rates.
2. Member Engagement: Measure the level of engagement among members, including attendance at events, participation in committees, and feedback.
3. Member Satisfaction: Collect feedback from members on their satisfaction with the chamber's services and activities.

Economic Diplomacy

1. Trade Agreements: Track the number of trade agreements facilitated or negotiated through the chamber's efforts.
2. Investment Attraction: Measure the amount of foreign investment attracted to the country or region through the chamber's efforts.
3. Business Partnerships: Track the number of business partnerships established between local and foreign companies through the chamber's efforts.

Public Diplomacy

1. Media Coverage: Track the amount of media coverage generated by the chamber's activities and events.
2. Social Media Engagement: Measure the level of engagement on social media platforms, including followers, likes, and shares.
3. Public Outreach: Track the number of public outreach activities, including lectures, workshops, and community events.

Religious Diplomacy

1. **Interfaith Dialogue Participation**: Track the number of interfaith summits, roundtable discussions, and collaborative forums organized or attended by CID members.
2. **Partnership Development**: Measure the growth of partnerships formed with diverse religious institutions and leaders aimed at fostering peace, safety, and justice.
3. **Conflict Mediation Outcomes**: Track the number of peace initiatives or mediation efforts involving religious leaders that successfully addressed community tensions or promoted social harmony.

Cultural Diplomacy

1. **Exchange Programs & Events**: Measure the frequency and impact of cultural exchange initiatives, arts events, or educational workshops that promote cross-cultural understanding.
2. **Institutional Representation**: Track the visibility of CID's cultural initiatives in both local and international media to assess the reach of our soft power outreach.
3. **Community Engagement**: Assess the level of public participation in cultural programs, such as lectures on diplomacy and community-focused workshops.

3. Business Diplomacy

1. **Professional Networking & Partnerships**: Track the number of high-level collaborations, investment dialogues, or professional mentorship programs established with business leaders and diplomatic entities.
2. **Economic Diplomacy Impact**: Measure the engagement metrics—such as participation rates and feedback—from business-focused seminars, conferences, and capacity-building sessions.

3. **Institutional Growth**: Monitor the development of business-related diplomatic platforms and the effectiveness of outreach strategies designed to foster innovation and sustainable professional partnerships.

Youth Diplomacy Metrics

1. **Mentorship Programs**: Track the number of active mentorship relationships established between experienced diplomats and youth participants.
2. **Capacity Building**: Measure the number of youth attendees at leadership workshops, training sessions, and educational seminars.
3. **Student Engagement**: Monitor the participation rate of student delegates in organizational initiatives, such as tours or academic advocacy efforts.
4. **Project Impact**: Track the successful development and implementation of youth-led projects or initiatives fostered through the organization.

Policies and Procedures to Form CID

1. **Mission Statement**

"To serve as a global platform for diplomatic professionals, promoting international cooperation, training and mentoring women & young diplomats, cultural exchange, and peaceful dialogue, while enhancing the professional development, policy advocacy, and global impact of diplomats across all sectors."

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2. **Objectives (SMART Format)**

Specific:

- To create a structured and recognized body for diplomats to network, share best practices, and contribute to global diplomacy.

Measurable:

- To enrol a minimum of 100 active diplomatic professionals across 5 regions within the first 12 months.
- To organize 4 international forums or seminars annually.

Achievable:

- By leveraging existing diplomatic and international networks, partnerships with embassies, and international organizations.

Relevant:

- The objectives align with the global need for multilateral cooperation, diplomatic capacity building, and cross-cultural understanding.

Time-bound:

- Launch and officially register the chamber within 6 months.
- Develop a 3-year strategic plan and review it annually.

POLICIES AND PROCEDURES

A. **Establishment Procedures**

1. **Founding Committee Formation**
    - Minimum 5 founding members with recognized diplomatic status or affiliation.
    - Draft initial constitution and bylaws.

2. **Legal Registration**
    - Register the Chamber as a non-profit or intergovernmental organization under relevant international or national frameworks.

3. **Membership Criteria**
    - Open to serving and former diplomats, attachés, consular officers, and policy experts.
    - Criteria: Proof of diplomatic accreditation or institutional affiliation.

B. **Code of Conduct**

- Members must uphold principles of diplomacy, respect, non-partisanship, and confidentiality.
- Conflict of interest and political neutrality to be maintained at all times.

C. **Meetings and Conferences**

- Annual General Assembly
- Quarterly Roundtables
- Regional Working Groups
- Digital collaboration platforms for continuous engagement.

E. **Programs and Services**

- Professional development workshops
- Global policy advocacy
- Diplomatic mentoring and internship programs

- Peacebuilding and conflict resolution forums

F. **Monitoring and Evaluation**

- Annual strategic review
- KPIs: Membership growth, engagement rate, successful collaborations, policy impact
- Member feedback mechanisms

MEMBERSHIP

1. **Membership Criteria**

To ensure the integrity, professionalism, and diplomatic relevance of the Chamber, the following eligibility criteria must be met:

A. **Eligibility Requirements**

- Must be a **serving or retired diplomat**, consular officer, attaché, envoy, or ambassador representing a sending state or a recognised international organisation.
- **Diplomatic accreditation** must be issued by a recognized state, government agency, intergovernmental body, or international organization.
- Professionals in **international relations**, foreign service, or peace and conflict resolution may be admitted under **associate or honorary membership** with approval from the Executive Board.
- Must be of **good standing**—no record of conduct that violates diplomatic protocols or international law.

B. **Membership Categories**

- **Full Member:** Accredited diplomats or consular officials.
- **Associate Member:** International affairs professionals, scholars, or retired diplomats.
- **Honorary Member:** Persons with exceptional contributions to diplomacy or global peace.
- **Institutional Member:** Embassies, diplomatic academies, or international organizations.

- **Students and Youth Membership:** Young Persons (not more than 25years) studying diplomacy and working for diplomatic organisations or serving their nations in diplomatic assignments

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2. **Membership Application Process**

A. **Step-by-Step Process**

1. **Online Application Submission**
    - Fill out the digital or physical membership form.
    - Choose the appropriate membership category.

2. **Required Documentation**
    - Proof of diplomatic status or accreditation (e.g., diplomatic passport, official ID, appointment letter).
    - Curriculum Vitae or Professional Profile.
    - Two letters of reference (preferably from existing members or professional authorities).
    - Passport-sized colour photo (for ID badge creation).

3. **Application Fee**
    - Pay the non-refundable processing fee (amount to be determined by the board annually).

4. **Screening and Review**
    - Membership Committee reviews applications monthly.
    - Verification of documentation and background checks where applicable.

5. **Approval Notification**
    - Successful applicants receive an acceptance letter, membership certificate, and member ID.
    - Access to the member portal is granted on the CID website.

6. **Annual Dues**
    - Members are expected to pay **annual membership dues** (rates vary by membership category and region).

3. Membership Rights

- Participation in events, programs, and trainings.
- Access to CID networks and international platforms.

- Voting rights in general assemblies (where applicable).

Membership Obligations

- Uphold CID's values and policies.
- Pay required membership or program dues (if any).
- Act as an ambassador of peace and diplomacy in all spheres.

GOVERNANCE

Organisational Structure of CID

The CID shall operate under the following integrated governance framework:

1. Supreme Council

Headed by: CID Global Chancellor - Shall consist of the founding members of the CID
Portfolio:

- Provides final approval for all global initiatives, partnerships, and appointments.
- Upholds the CID charter and foundational principles.
- Endorses strategic and diplomatic missions of global importance.
- Acts as the highest moral and ethical authority of CID.

2. Executive Council

Headed by: CID Global Chancellor (Or any appointee by the Chancellor) – Shall consist of all the executives appointed by the Supreme Council of the CID

Term – 3years renewable, subject to board approval.

Portfolio:

- Oversees strategic planning and decision-making across all CID arms.
- Approves budgets, programs, and major inter-continental activities.
- Coordinates inter-departmental synergy and international program execution.
- Reviews performance of the Secretariat, Standing Committees, and Chapters.

3. Advisory Board

Headed by: CID The Chairman – Shall consist of honorary members appointed by the Supreme Council as the International Advisory Board of CID
Portfolio:

- Offers expert input on diplomacy, policy, governance, and international relations.
- Advises on global peace, negotiation frameworks, and conflict resolution.
- Provides strategic recommendations to both Supreme and Executive Councils.
- Comprises former heads of state, senior diplomats, global scholars, and advisors.

4. Board of Directors

Headed by: The Board Chairman

Composition: All Directors of CID across regions and diplomatic sectors.
Term: Renewable 3-year terms; 60% must be accredited/former diplomats.
Responsibilities:

- Ratify strategic plans, partnerships, financial decisions, and membership policies.
- Provide institutional oversight and discipline enforcement.
- Appoint or remove officers based on performance and compliance.
- Approve legal and operational frameworks.

5. Secretariat

Headed by: The Secretary-General – Shall consist of all administrative offices of the CID
Portfolio:

Term – 3 years, renewable subject to board approval.

- Manages CID's daily administration, logistics, and communication.
- Coordinates programs, staffing, event planning, and official correspondence.
- Prepares official reports, maintains records, and supervises Secretariat staff.
- Supports the Executive Council in executing the work plan.

6. Continental & Regional Chapters

Headed by: Continental and Regional Presidents – Shall consist of all Continental and Regional Presidents
Portfolio:

President Term – 3 years, renewable subject to board approval.

- Implement CID activities in respective territories.
- Liaise with regional bodies, embassies, and local governments.
- Coordinate country-level programs and impact assessments.
- Report to the Executive Council on regional operations and feedback.

7. Youth Division

Headed by: The Youth President
Portfolio:

- Drives youth diplomacy initiatives, leadership programs, and summits.
- Manages mentorships, internships, and Model Diplomatic Assemblies.
- Represents youth interests in CID's planning and policy structures.
- Develops a pipeline of young global leaders and advocates.

8. Standing Committees

Functional Areas:

- International Affairs & Cooperation
- Peace & Conflict Resolution
- Diplomatic Education & Training
- Human Rights & Justice
- Global Development & SDGs

Each committee shall be chaired by a designated expert and coordinated through the Secretariat. Committees shall advise and implement specific mandates aligned with CID's strategic objectives.

CID ORGANIZATIONAL STRUCTURE & KEY POSITIONS

1. **Supreme Council**

- **CID Global Chancellor** (Chairperson of the Supreme Council)

2. **Executive Council**

Global Chancellor/Chair: Provides overall strategic direction, represents the organization at the highest diplomatic levels, and chairs executive meetings.

Secretary-General/Administrative Lead: Manages organizational documentation, ensures compliance with the Memorandum of Association, and handles internal communications.

Global Director for Peace and Conflicts: Responsible for strategic oversight of peacebuilding initiatives, conflict resolution frameworks, and diplomatic mediation efforts.

Director of Youth Diplomacy & Mentorship: Oversees programs dedicated to capacity building, student engagement, and the development of the next generation of leaders.

Director of Cultural and Religious Diplomacy: Manages initiatives that promote cross-cultural understanding, interfaith dialogue, and community-focused peace programs.

Director of Trade, Business and Economic Diplomacy: Focuses on professional networking, high-level business partnerships, and economic initiatives that align with diplomatic goals.

Director of Public Diplomacy and Media: Tracks media coverage, manages public outreach activities, and oversees social media engagement to ensure a strong organizational digital presence.

II. Executive Leadership (Operations & Management)

- **Chief Executive Officer (CEO)**: Holds ultimate responsibility for organizational strategy, performance, and institutional growth.
- **Chief Operating Officer (COO)**: Oversees the daily internal operations, ensuring efficiency and coordination across all departments.

- **Chief Financial Officer (CFO)**: Manages the organization's fiscal health, reporting, and long-term financial planning.
- **Treasurer-General**: Manages liquid assets, budgetary compliance, and fiduciary oversight.
- **Chief Fundraising Officer**: Dedicated to securing financial resources, managing donor relations, and developing sustainable revenue streams.

III. Specialized Strategic Leads

- **Head of International Affairs**: Acts as the primary liaison for global diplomatic engagement, cross-border partnerships, and international advocacy.
- **Chief Legal Advisor**: Ensures all organizational activities comply with the Memorandum of Association and local/international legal requirements.
- **Chief Information Officer (CIO)**: Oversees digital infrastructure, data management, and the technological framework supporting the organization.
- **Chief Media Officer**: Manages the organization's public image, media outreach, and social media engagement strategies to maintain a robust digital presence

🔹 3. **Advisory Board**

- The Chairman (Head of Advisory Board)
- The Vice-Chairperson
- Senior Advisors (Former Ambassadors, Statesmen, Global Scholars)
- Policy and Strategy Advisors

🔹 4. **Board of Directors**

- Board Chairman
- Vice-Chairman
- Secretary to the Board
- Board Financial Advisor
- Directors (Regional, Sectoral, and Thematic Representatives)

🔹 5. **Continental & Regional Chapters**

- Continental Presidents (e.g., Africa, Europe, Asia, Americas, Australia, etc.)
- Regional Vice Presidents
- National Directors
- Regional Program Directors

🔹 6. **Secretariat**

- Secretary-General (Head of Secretariat)
- Deputy Secretary-General
- Chief of Staff
- Director of Administration
- Director of Protocol & Events
- Director of Communications
- Director of Media and Publicity
- Head of Membership & Registry
- IT & Digital Systems Coordinator
- Office Manager / Admin Officers

🔹 7. **Youth Division**

- Youth President
- Vice Youth President
- Youth Secretary-General
- Youth Ambassadors (per region)
- Youth Development & Programs Officer
- Youth Media and Publicity Director
- Youth Event and Summit Director

🔹 8. **Standing Committees & Directors**

Each committee is headed by a **Director or Chairperson**, reporting to the Executive Council:

- Director of International Affairs & Cooperation
- Director of Peace & Conflict Resolution
- Director of Diplomatic Education & Training
- Director of Human Rights & Justice
- Director of Global Development & SDGs
- Director of Events and Summits
- Director of Safety and Security
- Director of Women and Children Affairs
- Director of Media and Publicity
- Director of International Relations
- Director of International Trade and Business Chambers
- Director of Finance and Resources

Optional Support Units (Based on Expansion)

- Legal Counsel
- Public Relations / Media Director
- Chief of Protocol
- Security & Ethics Officer
- Head of Partnerships & Sponsorships
- Monitoring & Evaluation (M&E) Officer

DECISION-MAKING & MEETINGS

Types of Meetings

- **Supreme Council Meetings:** Convened by the Chancellor as required
- **Board Meetings:** Held quarterly or as required.
- **General Assembly:** Annual gathering of all members.
- **Emergency Meetings:** Convened by the Chancellor or 1/3 of the Board.

Quorum

- **Board Meetings:** 50% + 1 of total Board members.
- **General Assembly:** 30% of all registered members.

Voting

- Each Board member holds one vote.
- Simple majority wins unless specified otherwise.
- Constitutional amendments require a two-thirds (2/3) majority.
- In the event of a tie, the President casts the deciding vote.

EVENTS AND ACTIVITIES

1. **Event Planning**

To uphold the Chamber's diplomatic standards and professional relevance, all events shall follow a clear planning and execution framework.

A. **Planning Procedures**

- **Proposal Submission**: All events must be proposed to the Secretariat or Event Planning Committee at least **3 months in advance**.
- **Approval Process**:
    - Proposals reviewed by the Event Planning Committee.
    - Final approval granted by the Board or Secretary-General (depending on scale).
- **Budgeting**: A detailed budget must be submitted and approved; funding may be sourced from partners, sponsors, or member contributions.
- **Logistics & Protocol**:
    - Secure venue, permits, and diplomatic clearances.
    - Follow protocol for hosting dignitaries (e.g., seating arrangements, flag placements, dress codes).
- **Coordination Teams**: Assign event coordinators, logistics, protocol officers, media teams, and security personnel as needed.

B. **Types of Events**

- Diplomatic Receptions & State Dinners
- International Conferences & Summits
- Workshops & Training Seminars
- Roundtable Dialogues
- Youth Diplomacy Forums
- Cultural and National Day Celebrations
- Global Awards and Recognition Ceremonies
- Sports

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2. **Event Content**

Event content must reflect the Chamber's mission and uphold standards of professionalism, diplomacy, and cross-cultural dialogue.

A. **Topics**

- International relations and foreign policy
- Peacebuilding and conflict resolution
- Cultural and Religious Diplomacy
- Development diplomacy and humanitarian efforts
- Diplomatic protocols and international law
- Economic and trade diplomacy

B. **Speakers & Facilitators**

- Speakers must be individuals of **relevant expertise or diplomatic rank** (ambassadors, ministers, international relations scholars, etc.).
- All speakers should be confirmed at least **4 weeks in advance**.
- A speaker briefing pack shall be provided, including objectives, schedule, and protocol expectations.

C. **Formats**

- Panel discussions
- Keynote addresses
- Breakout workshops
- Q&A and networking sessions
- Online webinars (for hybrid/global engagement)

3. **Event Evaluation**

Each event must be evaluated to assess its impact, identify areas of improvement, and ensure accountability.

A. **Feedback Mechanisms**

- Distribute **feedback forms** (digital or printed) to all participants.
- Conduct post-event surveys with questions on:
    - Relevance of topics
    - Speaker quality
    - Event organization and logistics
    - Networking value

B. **Performance Metrics**

- **Attendance Rate** vs. registration
- **Speaker Ratings** (average satisfaction scores)
- **Engagement Metrics**: Participation in Q&A, social media activity, networking outcomes
- **Media Coverage**: Press mentions, photos, interviews

C. **Reporting**

- An **Event Summary Report** must be submitted within 2 weeks of each event, including:
    - Objectives met
    - Participant statistics
    - Key outcomes or agreements
    - Budget summary
    - Recommendations for future events

COMMUNICATIONS

1. **Communication Channels**

To ensure effective, timely, and professional correspondence, the Chamber will maintain and manage multiple official communication channels.

A. **Official Channels**

- **Email**:
    - Primary channel for formal communications, invitations, and internal documentation.
    - Each officer/department shall have an official email (e.g., secretarygeneral@thecid.org).
- **Telephone & WhatsApp**:
    - Designated numbers for Secretariat, Regional Offices, and Emergency Contact.
    - WhatsApp may be used for instant communication (not for formal correspondence unless otherwise stated).
- **Website**:
    - Central hub for public announcements, event information, and membership services.
    - Will include a secure *members-only portal*.
- **Social Media Platforms**:
    - Facebook, LinkedIn, Twitter/X, Instagram, and YouTube for outreach, event promotion, and global engagement.
    - All social content will be managed by the **Public Relations & Media Office**.

2. **Diplomatic Protocol**

All communications with diplomatic personnel must adhere to recognized international standards of etiquette, formality, and discretion.

A. **General Protocol**

- Begin communications with appropriate salutations (e.g., "Your Excellency," "Honourable," or appropriate title).
- Use **third-person formal language** in formal letters and invitations.
- Ensure **language is neutral, respectful, and precise**.

B. **Written Correspondence**

- All formal invitations, appointment letters, and diplomatic notices must be signed by the **President or Secretary-General**.
- All diplomatic letters must be printed on official letterhead with logo, date, and reference number.

C. **Response Timelines**

- All incoming diplomatic correspondence must be acknowledged within **48 hours**.
- Formal replies or actions must be completed within **7 working days**, unless otherwise urgent.

D. **Confidentiality**

- Sensitive or high-level diplomatic communications must be marked as *Confidential* or *Restricted*, and only shared with authorized parties.

3. **Information Sharing**

Clear and consistent communication with members is essential for engagement, transparency, and community building.

A. **Newsletters**

- **Monthly Digital Newsletter** including:
    - Upcoming events
    - Diplomatic briefings

    - Member highlights
    - Partnership opportunities
- Distributed via email and archived in the members' portal.

B. **Official Updates**

- Urgent announcements (e.g., changes in leadership, emergency notices, policy updates) will be communicated via:
    - Email bulletin
    - Website banner
    - Social media posts (if appropriate)

C. **Member Announcements**

- Special notices (e.g., member achievements, national day recognitions) may be shared through social platforms or in the newsletter.
- Members can submit content to the **Communications Department** for approval and publication.

D. **Brand Consistency**

- All communications must use official logos, fonts, tone, and branding guidelines to maintain professionalism and global identity.

💰 FINANCIAL MANAGEMENT

1. **Budgeting**

A comprehensive annual budget shall be developed to ensure fiscal responsibility and sustainability of the Chamber's activities.

A. **Budget Development**

- The **Treasurer**, in collaboration with the **Finance Committee** and **Secretary-General**, prepares the annual budget.
- Budget should include projected:
    - **Income**: Membership fees, sponsorships, grants, event revenue, donations.

- **Expenditures**: Salaries/staff allowances, office operations, events, marketing, travel, technology, and administrative costs.

B. **Approval Process**

- Draft budget submitted to the **Board of Directors** for review.
- Final approval must be completed **one month before the start of the fiscal year**.
- Mid-year budget revisions may be made with Board approval if necessary.

C. **Financial Planning**

- Maintain a **contingency reserve fund** for unexpected expenses.
- Plan multi-year projections (3–5 years) for growth, development, and sustainability.

2. **Financial Reporting**

Transparent and regular financial reporting is mandatory to uphold accountability and trust.

A. **Monthly and Quarterly Reports**

- The Treasurer prepares **monthly financial summaries** for internal tracking.
- **Quarterly financial reports** shared with the Board of Directors, including:
  - Income and expenditure summary
  - Budget variance analysis
  - Cash flow report

B. **Annual Financial Statement**

- A **comprehensive annual financial report** shall be presented during the General Assembly, highlighting:
  - Total revenue and expenses
  - Surplus or deficit
  - Asset and liability status
  - Donor contributions and grants received

C. **Audits**

- An **independent external audit** must be conducted annually.

- Audit findings will be made available to:
    - The Board of Directors
    - Registered members (upon request)
    - Relevant authorities or partners (as needed)

D. **Internal Controls**

- Two-authority sign-off required for any transaction above a specified threshold (e.g., $2,000).
- Digital records and paper backups of all transactions must be kept securely for at least **7 years**.

3. **Membership Fees**

Membership dues serve as a core source of revenue for the Chamber and must be clearly structured.

A. **Fee Structure**

Membership Category	Annual Fee (USD)	Notes
Full Member	$200	For accredited diplomats
Associate Member	$100	For scholars and IR professionals
Honorary Member	Waived	By Board nomination only
Institutional Member	$500	Embassies, organizations, and think tanks
Student and Youth Member	$50	Students and persons below the age of 25

Fees are subject to periodic review and approval by the Board of Directors and the Supreme Council.

B. **Payment Procedures**

- Payments to be made via:
    - Bank transfer
    - Online payment gateway
    - Mobile money (where available)
- Payment deadline: **January 31st** of each fiscal year.
- Late renewals are subject to a **10% surcharge** after a 30-day grace period.

C. **Receipts and Records**

- Official receipts issued upon payment.
- All fees are recorded in the Chamber's financial system and reconciled monthly.

Annual Budget Template (Sample)

Budget Item	Projected Income (USD)	Projected Expense (USD)	Notes
INCOME			
Membership Fees	$20,000		100 members avg.
Sponsorships & Partnerships	$10,000		Annual events
Grants & Donations	$8,000		From NGOs, partners
Event Registration Fees	$5,000		Ticketed events
Merchandise/Publication Sales	$2,000		Books, reports
Total Income	**$45,000**		
EXPENDITURES			
Salaries & Administrative Costs		$12,000	Secretariat staff
Events & Conferences		$10,000	Venues, speakers
Communication & Marketing		$4,000	Social media, flyers
Office Rent & Utilities		$6,000	HQ office
Technology & Website		$2,500	Hosting, development
Travel & Accommodation (Official Trips)		$5,000	For diplomats
Audit and Legal Services		$1,500	Annual audit
Contingency Reserve		$2,000	Emergency buffer

Budget Item	Projected Income (USD)	Projected Expense (USD)	Notes
Total Expenditures		**$43,000**	
Net Surplus/Deficit		**$2,000 (surplus)**	

Membership Fee Invoice Sample

Chamber of International Diplomats
Website: www.thecid.org
Email: membership@thecid.org
Phone: +1 (800) 123-4567

SECRETARIAT

1. **Secretariat Staff**

The Secretariat functions as the **administrative and operational engine** of the Chamber of International Diplomats. It is responsible for the daily execution of programs, coordination of events, communication with members, and logistical support for the Chamber's global mission.

A. **Structure**

- The Secretariat shall operate under the **leadership of the Secretary-General**, who reports to the Executive Council Board.
- Staff may be full-time, part-time, or volunteer, depending on operational capacity and budget.
- Regional or satellite secretariats may be established in other countries as the Chamber expands.

2. **Staff Roles and Responsibilities**

Each Secretariat staff member shall have a clearly defined role with measurable deliverables.

A. **Secretary-General (Head of Secretariat)**

- Overall administrative and managerial oversight.
- Coordinates all departments and ensures implementation of the Chamber's strategic plans.
- Reports to the Board and prepares operational reports.

B. **Administrative Officer**

- Manages office logistics, supplies, scheduling, and internal communications.
- Maintains databases and filing systems (physical and digital).
- Supports member inquiries and applications.

C. **Protocol and Diplomatic Affairs Officer**

- Oversees formal communication with diplomatic missions.
- Manages invitations, seating arrangements, national protocols, and official ceremonies.
- Ensures adherence to diplomatic etiquette.

D. **Event and Programs Coordinator**

- Plans, coordinates, and evaluates conferences, workshops, and receptions.
- Prepares event documentation and manages logistics, venues, catering, etc.
- Works with Public Relations for event promotion.

E. **Finance and Accounts Officer**

- Prepares budgets, tracks income/expenses, and manages payroll and dues collection.
- Supports the Treasurer in audits and reporting.
- Maintains compliance with accounting standards and internal controls.

F. **Communications and Media Officer**

- Manages internal and external communications, including newsletters and social media.
- Coordinates media relations and prepares press releases.
- Maintains website content and digital assets.

G. **IT and Digital Services Officer**

- Maintains digital platforms, member portals, and cybersecurity.

- Supports virtual meetings, data backups, and software needs.

3. **Staff Training**

A mandatory training and orientation program will ensure all staff operate professionally, effectively, and in line with diplomatic standards.

A. **Training Components**

1. **Diplomatic Protocol & Etiquette**
    - Formal communication
    - Cultural sensitivity
    - Title usage and formal introductions

2. **Event Planning & Coordination**
    - Scheduling, logistics, VIP handling
    - Budgeting and reporting
    - Working with vendors and security

3. **Administrative and Office Skills**
    - Report writing, filing, and calendar management
    - Use of tools: Microsoft Office Suite, CRM systems, etc.

4. **Communication & Public Relations**
    - Email etiquette, professional tone, social media skills
    - Drafting official letters, memos, and press releases

5. **Data Protection & Confidentiality**
    - Handling sensitive information
    - Digital and physical security protocols

B. **Training Schedule**

- **Initial Orientation**: Within the first 7 days of employment.
- **Quarterly Capacity Building Workshops**
- **Annual Retreat/Training Session** for team-building and knowledge updates.

C. **Performance Review**

- Staff performance will be reviewed semi-annually based on:
    - Key performance indicators (KPIs)
    - Feedback from supervisors and members
    - Contribution to team goals and initiative

Roadmap for Establishing an International Chamber of Diplomats

Phase 1: Concept and Planning (Weeks 1-4)

1. Define Mission and Objectives: Determine the chamber's purpose, mission, and objectives.
2. Conduct Feasibility Study: Assess the demand for a chamber of diplomats and potential challenges.
3. Identify Stakeholders: Engage with potential stakeholders, including diplomats, government officials, and business leaders.
4. Develop Business Plan: Create a comprehensive business plan, including budget, revenue projections, and operational structure.

Phase 2: Registration and Establishment (Weeks 5-12)

1. Register the Chamber: Register the chamber as a legal entity, complying with local laws and regulations.
2. Establish Governance Structure: Define the chamber's governance structure, including board of directors, officers, and committees.
3. Develop Policies and Procedures: Establish policies and procedures for membership, events, and operations.
4. Secure Funding: Identify and secure funding sources, including membership fees, grants, and sponsorships.

Phase 3: Membership and Outreach (Weeks 13-24)

1. Recruit Members: Recruit diplomats, government officials, and business leaders to join the chamber.
2. Develop Membership Benefits: Define membership benefits, including networking opportunities, events, and advocacy.
3. Establish Communication Channels: Establish communication channels, including website, social media, and newsletter.
4. Host Launch Event: Host a launch event to introduce the chamber to the diplomatic community and stakeholders.

Phase 4: Operations and Growth (After Week 24)

1. Host Regular Events: Host regular events, including networking receptions, conferences, and workshops.

2. Provide Member Services: Provide member services, including advocacy, business development, and diplomatic support.
3. Monitor and Evaluate: Monitor and evaluate the chamber's performance, including membership growth, event attendance, and financial sustainability.
4. Continuously Improve: Continuously improve the chamber's operations, including updating policies and procedures, and expanding membership benefits.