



# CONSTITUTION

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# General Information

The Diplomacy Community is an organization dedicated to fostering international understanding, cooperation, and diplomacy. It serves as a platform for individuals passionate about global affairs, international relations, and diplomatic initiatives. The community brings together a diverse group of members, including students, professionals, and diplomats, to engage in meaningful dialogue, share knowledge, and collaborate on projects that promote peace and mutual understanding.

## *Membership*

Membership in the Diplomacy Community is open to individuals who are committed to advancing the principles of diplomacy and international cooperation. Members benefit from access to a global network, participation in exclusive events, and opportunities for personal and professional growth. Those who successfully participate in events, and contribute to the Diplomacy Community will get an excellent “recommendation letter” and all needed support by the Organization and Secretary-General.

## *Governance*

The Diplomacy Community is led by a team of dedicated professionals, including the Secretary-General and various department heads, who ensure the smooth operation and strategic direction of the organization. The community values transparency, inclusivity, and ethical conduct in all its activities.

## *History*

The Diplomacy Community was established in 2020 at ADA University to contribute to global diplomacy through impactful events, collaborations, and policy discussions. Since its inception, the organization has built strong relationships with ambassadors, politicians, international organizations, and influential leaders, driving projects that prioritize dialogue and constructive solutions to the pressing challenges of our times.

## 1.1 Task Role of Deputy Secretary-General

1. Help develop and implement the community's strategic vision and goals.
2. Contribute to formulating policies and strategies to ensure they align with the community's mission and objectives.
3. Ensure the execution of strategic plans and monitor progress with the "Chief of Staff" toward goals.
4. Facilitate communication and collaboration among different departments to ensure alignment and synergy in their activities.
5. Manage Project Managers
6. Oversee and coordinate major projects to ensure they are completed on time, within scope, and on budget.
7. Engage with stakeholders
8. Engage with internal and external stakeholders to foster cooperation and support for initiatives.
9. Manage the day-to-day operations of the community for efficient and effective functioning.
10. Oversee the allocation and management of resources to support departmental needs and project requirements.
11. Leadership and Supervision:
12. Provide leadership and guidance to department heads and other senior staff for a collaborative and productive work environment.
13. Monitor and evaluate the performance of departments and projects to enhance effectiveness and efficiency.
14. Represent the community at official functions, meetings, and events, both domestically and internationally.
15. Advocate for the community's mission and objectives by building relationships with key stakeholders.
16. Prepare and present reports on the progress of projects and strategic initiatives to the Secretary-General and governing bodies.
17. Ensure compliance with policies, procedures, and regulations to maintain accountability for the community's operations and activities.

18. Identify opportunities for innovation and improvement in operations, processes, and services to enhance efficiency and effectiveness.
19. Lead and manage change initiatives to ensure smooth transitions and minimal disruption to the community's activities. Engage with internal and external stakeholders, including member states, international organizations, and partners, to foster cooperation and support for initiatives.
20. Manage the day-to-day operations of the community, ensuring efficient and effective functioning.
21. Oversee the allocation and management of resources, including budget, personnel, and materials, to support departmental needs and project requirements.
22. **Address and resolve operational issues and challenges that arise, ensuring minimal disruption to activities.**
23. Provide leadership and guidance to department heads and other senior staff, fostering a collaborative and productive work environment.
24. Monitor and evaluate the performance of departments and projects, providing feedback and support to enhance effectiveness and efficiency.
25. Identify training and development **needs** for staff, promoting continuous learning and professional growth.
26. Represent the community at official functions, meetings, and events, both domestically and internationally, in the absence or on behalf of the Secretary-General.
27. Advocate for the community's mission and objectives, building relationships with key stakeholders and promoting its initiatives and achievements.
28. Prepare and present reports on the progress of projects, departmental activities, and strategic initiatives to the Secretary-General and governing bodies.
29. Ensure compliance with policies, procedures, and regulations, maintaining accountability for the community's operations and activities.
30. Identify opportunities for innovation and improvement in operations, processes, and services, implementing best practices to enhance efficiency and effectiveness.

## 1.2 Task Role of Special Assistant of Secretary-General

- 1 Act as the moderator for events and meetings attended by the Secretary-General.
- 2 Ensure smooth and effective communication during events and meetings.
- 3 Prepare speeches, talking points, and presentations for the Secretary-General.
- 4 Ensure all materials are well-researched, engaging, and aligned with the organization's goals.
- 5 Provide strategic ideas and recommendations to the Secretary-General.
- 6 Conduct research and analysis to support the development of new initiatives and policies.
- 7 Speak on behalf of the Secretary-General at events, meetings, and public appearances when necessary.
- 8 Ensure consistent and accurate communication of the Secretary-General's messages and priorities.
- 9 Assist in drafting official correspondence and statements for the Secretary-General.
- 10 Coordinate with other departments to gather information and prepare briefings for the Secretary-General.
- 11 Manage the Secretary-General's schedule, ensuring efficient use of time and prioritization of engagements.
- 12 Organize the Secretary-General to events and meetings, providing support and handling logistical arrangements.
- 13 Review and summarize reports, documents, and proposals for the Secretary-General.
- 14 Liaise with external stakeholders, including government officials, diplomats, and organizational partners, on behalf of the Secretary-General.
- 15 Maintain confidentiality and handle sensitive information with discretion.
- 16 Provide feedback and insights to the Secretary-General based on observations and interactions at events and meetings.
- 17 Organize and oversee the preparation of materials and resources needed for the Secretary-General's engagements.
- 18 Ensure follow-up actions from meetings and events are tracked and completed.
- 19 Facilitate effective communication between the Secretary-General and other team members.
- 20 Develop and maintain a thorough understanding of the organization's goals, policies, and strategic priorities.

- 21 Assist in the planning and execution of special projects and initiatives led by the Secretary-General.
- 22 Ensure all activities comply with organizational standards and protocols.
- 23 Foster a positive and collaborative working relationship with colleagues and stakeholders.
- 24 Continuously seek opportunities to improve the efficiency and effectiveness of the Secretary-General's office.



## 1.3 Task Role of Chief of Staff

1. Assist the Secretary-General and Deputy Secretary General in developing and implementing strategic plans and policies.
2. . Ensure that departmental strategies align with the overall mission and objectives of the diplomatic community.
3. Monitor the implementation of strategic initiatives within the departments under the Chief of Staff's supervision.
4. Facilitate communication and collaboration among various departments, such as Event Organizing, HR, PR, and Designing and SMM.
5. Oversee and coordinate key projects, ensuring timely and efficient execution.
6. Stakeholder Engagement: Engage with internal and external stakeholders to foster cooperation and support for departmental initiatives.
7. Manage the daily operations of the departments under supervision, ensuring smooth and effective functioning.
8. Oversee the allocation of resources, including budget, personnel, and materials, to support departmental needs and project requirements.
9. Address and resolve operational issues and challenges that arise within the departments.
10. Provide leadership and guidance to department heads, fostering a collaborative and productive work environment.
11. Monitor and evaluate the performance of departments and projects, providing feedback and support to enhance effectiveness and efficiency.
12. Identify training and development needs for staff, promoting continuous learning and professional growth.
13. Reporting: Prepare and present reports on the progress of projects and departmental activities to the Deputy Secretary General and Secretary General.
14. Ensure compliance with policies, procedures, and regulations within the departments under supervision.
15. Implement best practices to enhance efficiency and effectiveness within the departments.
16. Lead and manage change initiatives within the departments, ensuring smooth transitions and minimal disruption.

## 1.4 Task Role of Project Management Chief

1. Develop comprehensive project plans, outlining scope, goals, deliverables, timelines, and resource requirements.
2. Ensure all projects align with the strategic goals and mission of the diplomatic community.
3. Prioritize projects based on **strategic importance**, **resource availability**, and **potential impact**.
4. Facilitate communication and collaboration among project managers, coordinators, and other team members.
5. Engage with stakeholders to understand project requirements, and expectations, and ensure their needs are met.
6. Work closely with other departments to ensure project objectives are achieved and resources are effectively utilized.
7. Oversee the execution of all assigned projects, ensuring they are completed on time, within scope, and on budget.
8. Identify potential project risks and develop mitigation strategies to address them.
9. Ensure all project deliverables meet the required quality standards and stakeholder expectations.
10. Provide leadership and guidance to project managers and coordinators, fostering a collaborative and high-performing project team.
11. Monitor and evaluate the performance of project managers and coordinators, providing feedback and support for professional development.
12. Address and resolve any conflicts or issues that arise within the project teams.
13. Prepare and present regular project status reports to the Deputy Secretary General and other senior leadership.
14. Maintain accurate records and documentation for all projects, including plans, progress reports, and final deliverables.
15. Ensure compliance with project management standards, policies, and procedures.
16. Oversee the allocation of resources, including budget, personnel, and materials, to support project needs.
17. Manage project budgets, ensuring costs are controlled and expenditures are within approved limits.

18. Identify training and development needs for project managers and coordinators, promoting continuous learning and skill enhancement.
19. Identify opportunities for improving project management processes and practices, implementing best practices and innovative solutions.
20. Promote a culture of continuous improvement within the project teams, encouraging feedback and learning from past projects.
21. Lead and manage change initiatives within the project management function, ensuring smooth transitions and minimal disruption.

## 1.41 Task Role of Project Managers

1. Clearly define project objectives, scope, deliverables, timelines, and resource requirements.
2. Identify and engage all relevant stakeholders to gather project requirements and expectations.
3. Develop a detailed project plan, including work breakdown structure, schedules, budgets, and risk management strategies.
4. Facilitate effective communication and collaboration among project team members, including coordinators and other departments.
5. Maintain regular communication with stakeholders to provide updates, gather feedback, and ensure their needs are met.
6. Work closely with other departments to align project activities with overall organizational goals.
7. Assign tasks to project team members, ensuring clarity on responsibilities and deadlines.
8. Ensure that resources (personnel, materials, budget) are allocated efficiently to meet project objectives.
9. Monitor project activities to ensure deliverables meet quality standards and stakeholder expectations.
10. Regularly track and report on project progress, identifying any deviations from the plan.
11. Identify and manage project risks, implementing mitigation strategies as necessary.
12. Address and resolve any issues or challenges that arise during project execution.
13. Prepare and present regular project status reports to the Project Manager Leader and other senior leadership.
14. Maintain comprehensive project documentation, including plans, progress reports, and final deliverables.
15. Ensure compliance with project management standards, policies, and procedures.
16. Provide leadership and support to project team members, fostering a collaborative and high-performing environment.
17. Monitor and evaluate the performance of team members, providing feedback and support for professional development.
18. Address and resolve conflicts within the project team, ensuring a positive and productive working environment.

19. Ensure all project deliverables are completed to the required standards and approved by stakeholders.
20. Conduct a post-project evaluation to identify lessons learned and areas for improvement.
21. Ensure all project documentation is completed and archived for future reference.
22. Identify opportunities for improving project management processes and practices.
23. Gather feedback from team members and stakeholders to inform future projects.
24. Implement best practices and innovative solutions to enhance project management capabilities.

## 1.42 Task Role of Coordinators

1. Analyze complex project issues and challenges, using critical thinking to develop effective solutions.
2. Apply critical thinking skills to identify the root causes of problems and develop innovative solutions.
3. Recognize potential conflicts within the project team or with stakeholders early on.
4. Mediate and resolve conflicts by facilitating open communication, understanding different perspectives, and finding mutually acceptable solutions.
5. Use critical thinking to evaluate options and make informed decisions that benefit the project and team.
6. Apply negotiation techniques to resolve conflicts and reach agreements that satisfy all parties involved.
7. Encourage team members to provide feedback and reflect on conflict situations to learn and improve future conflict resolution strategies.
8. Provide support to team members, helping them overcome any obstacles or challenges.
9. Identify training needs and facilitate the development of team members' skills.
10. Assist in resolving any issues that arise within the project team, promoting a collaborative and efficient working environment
11. Ensure that all project activities comply with organizational standards and quality requirements.
12. Perform regular quality checks on project deliverables to ensure they meet the required standards.
13. Assist in the allocation of resources, ensuring that team members have the necessary tools and materials to complete their tasks.
14. Keep track of project resources and inventory, ensuring everything is accounted for and available when needed.
15. Monitor project expenses, ensuring they align with the budget and reporting any discrepancies.
16. Assist Project Managers in developing project plans, schedules, and resource allocations.
17. Organize and coordinate tasks and activities within the project team, ensuring all tasks are clearly defined and assigned.
18. Monitor project timelines and milestones, ensuring deadlines are met.

## 1.5 Task Role of Special Relations Department Head

1. Provide strategic leadership and direction to the team of Ambassadors.
2. Ensure the alignment of diplomatic initiatives with the organization's overall goals and objectives.
3. Develop and implement strategic plans for the Special Relations Department.
4. Oversee the creation and execution of diplomatic strategies to enhance the organization's international presence.
5. Formulate and implement policies that guide the activities of Ambassadors and diplomatic missions.
6. Ensure that all policies comply with organizational standards and international protocols.
7. Coordinate the activities of Ambassadors, ensuring effective communication and collaboration.
8. Supervise the performance of Ambassadors, providing guidance and support as needed.
9. Address and resolve any conflicts or issues that arise within the Special Relations Department or among Ambassadors.
10. Represent the organization at high-level diplomatic meetings and events.
11. Build and maintain relationships with key international stakeholders and partners.
12. Ensure that all diplomatic engagements are conducted with proper etiquette and decorum.
13. Monitor and evaluate the effectiveness of diplomatic initiatives and activities.
14. Provide regular reports on the activities and outcomes of the Special Relations Department to senior leadership.
15. Identify training and development needs for Ambassadors and facilitate relevant programs.
16. Ensure compliance with all relevant laws, regulations, and international standards in diplomatic activities.
17. Develop and manage the budget for the Special Relations Department.
18. Coordinate with other departments to ensure a unified approach to international relations.
19. Promote a culture of excellence, collaboration, and continuous improvement within the Special Relations Department.
20. Oversee the organization and execution of high-profile diplomatic events and meetings.
21. Ensure that all protocols are followed during diplomatic events and meetings.

22. Coordinate and manage agendas for meetings and events with guests and diplomats.
23. Ensure the smooth execution of diplomatic events, ensuring all logistical arrangements are in place.
24. Provide briefings and preparatory materials for diplomatic meetings to ensure all participants are well-informed.



## 1.51 Task Role of Ambassadors

1. Analyze complex diplomatic issues and challenges, using critical thinking to develop effective solutions.
2. Apply critical thinking skills to identify the root causes of problems and develop innovative solutions.
3. Recognize potential conflicts within diplomatic relations or with guests and stakeholders early on.
4. Mediate and resolve conflicts by facilitating open communication, understanding different perspectives, and finding mutually acceptable solutions.
5. Use critical thinking to evaluate options and make informed decisions that benefit diplomatic missions and the organization.
6. Apply negotiation techniques to resolve conflicts and reach agreements that satisfy all parties involved.
7. Encourage team members to provide feedback and reflect on conflict situations to learn and improve future conflict resolution strategies.
8. Provide support to team members, helping them overcome any obstacles or challenges.
9. Identify training needs and facilitate the development of team members' skills.
10. Assist in resolving any issues that arise within the diplomatic team, promoting a collaborative and efficient working environment.
11. Ensure that all diplomatic activities comply with organizational standards and quality requirements.
12. Perform regular quality checks on diplomatic initiatives to ensure they meet the required standards.
13. Identify areas for improvement in diplomatic processes and practices, recommending changes as needed.
14. Assist in the allocation of resources, ensuring that team members have the necessary tools and materials to complete their tasks.
15. Keep track of diplomatic resources and inventory, ensuring everything is accounted for and available when needed.

16. Monitor diplomatic mission expenses, ensuring they align with the budget and reporting any discrepancies.
17. Assist in developing diplomatic plans, schedules, and resource allocations.
18. Organize and coordinate tasks and activities within the diplomatic team, ensuring all tasks are clearly defined and assigned.
19. Monitor diplomatic timelines and milestones, ensuring deadlines are met.
20. Ensure that all protocols are followed during diplomatic events and meetings.
21. Coordinate and manage agendas for meetings and events with guests and diplomats.
22. Ensure that all diplomatic engagements are conducted with proper etiquette and decorum.
23. Provide briefings and preparatory materials for diplomatic meetings to ensure all participants are well-informed.
24. Facilitate the smooth execution of diplomatic events, ensuring all logistical arrangements are in place.

## 1.55 Task Role of Protocol Department Leader

1. Serve as the primary liaison between the Diplomacy Community and diplomatic missions, governmental institutions, and partner organizations.
2. Oversee all formal communication to ensure adherence to diplomatic etiquette and standards.
3. Organize and manage ceremonial procedures for high-level events, meetings, and visits.
4. Coordinate with ambassadors and foreign representatives to align protocols for official engagements.
5. Develop detailed schedules and agendas for events requiring diplomatic involvement.
6. Ensure appropriate use of flags, emblems, and other symbols of protocol in events and meetings.
7. Provide training and guidance to team members on protocol standards and etiquette.
8. Draft and review official invitations, letters, and communiqués for clarity and formality.
9. Supervise seating arrangements, order of precedence, and ceremonial procedures during events.
10. Monitor adherence to the diplomatic code of conduct by community members during official functions.
11. Liaise with security teams to ensure safety and confidentiality for distinguished guests.
12. Prepare and distribute protocol briefings to event organizers and volunteers.
13. Collaborate with the Event Organizing Department for logistical support during formal events.
14. Maintain a database of contacts for diplomatic and official representatives.
15. Act as the spokesperson for protocol-related matters in internal and external communications.
16. Address unforeseen protocol issues promptly and professionally during events.
17. Ensure compliance with cultural sensitivities and local norms in all official dealings.
18. Manage post-event evaluations to improve protocol operations for future activities.
19. Represent the Protocol Department in executive meetings and planning sessions.
20. Stay updated on international and national protocol standards to implement best practices.
21. Uphold the values and mission of the Diplomacy Community through professional conduct and leadership.

## 1.55 Task Role of Protocol Department Member

1. Assist the Protocol Department Leader in liaising with diplomatic missions, governmental institutions, and partner organizations.
2. Support the drafting and reviewing of official communications to ensure adherence to diplomatic etiquette and standards.
3. Coordinate with team members to ensure smooth execution of protocol-related activities.
4. Help develop detailed schedules and agendas for events requiring diplomatic involvement.
5. Ensure the correct display and use of flags, emblems, and other protocol symbols during events.
6. Participate in training sessions to enhance understanding of protocol standards and etiquette.
7. Prepare and distribute official invitations, letters, and communiqués as instructed by the leader.
8. Assist in supervising seating arrangements and order of precedence during events.
9. Ensure community members adhere to the diplomatic code of conduct during official functions.
10. Collaborate with security teams to guarantee the safety and confidentiality of distinguished guests.
11. Help prepare and disseminate protocol briefings to event organizers and volunteers.
12. Coordinate with the Event Organizing Department to provide logistical support for formal events.
13. Update and maintain the database of contacts for diplomatic and official representatives.
14. Represent the Protocol Department in interactions with internal and external stakeholders when required.
15. Address minor protocol issues during events and report significant concerns to the leader.
16. Contribute to ensuring cultural sensitivities and local norms are respected in all dealings.
17. Assist in gathering feedback and preparing post-event evaluations to improve future operations.
18. Participate in regular department meetings to discuss plans, issues, and best practices.
19. Stay informed on international and national protocol standards to support best practices.
20. Uphold the values and mission of the Diplomacy Community through professionalism and teamwork.

## 1.6 Task Role of Event Organizer

1. Plan, coordinate, and execute events from conception to completion, ensuring all details align with the organization's objectives.
2. Develop event concepts and themes that align with the organization's mission and goals.
3. Create detailed event proposals, including timelines, venues, suppliers, legal obligations, staffing, and budgets.
4. Coordinate with internal teams and external stakeholders to ensure all aspects of the event are covered.
5. Source and negotiate with vendors and suppliers to secure the best possible arrangements.
6. Manage event budgets, ensuring all expenses stay within allocated funds and reporting any discrepancies.
7. Oversee the design and production of event materials, including invitations, programs, and promotional items.
8. Handle all event logistics, including venue setup, catering, audio-visual equipment, and transportation.
9. Develop and manage event timelines, ensuring all tasks are completed on schedule.
10. Supervise event staff, including volunteers, to ensure they understand their roles and responsibilities.
11. Ensure compliance with health and safety regulations during events.
12. Coordinate with marketing and communications teams to promote events and ensure maximum attendance.
13. Manage attendee registrations and provide timely communication to participants regarding event details.
14. Troubleshoot any issues that arise during events, ensuring a smooth and successful execution.
15. Collect feedback from attendees and stakeholders to evaluate the success of events and identify areas for improvement.
16. Maintain detailed records of event proceedings and outcomes for future reference.
17. Foster relationships with key stakeholders and partners to enhance event impact and reach.
18. Ensure all events reflect the organization's image and values positively.

19. Provide post-event reports and evaluations to senior leadership, highlighting successes and areas for improvement.
20. Stay updated with industry trends and best practices to continually improve event quality and effectiveness.
21. Ensure all events comply with organizational standards and protocols.
22. Manage multiple events simultaneously, ensuring each receives adequate attention and resources.
23. Collaborate with the Chief of Special Relations and Ambassadors to align event goals with broader diplomatic objectives.
24. Provide support and guidance to team members involved in event planning and execution.

## 1.7 Task Role of HR Department member

1. Develop and implement recruitment strategies to attract top talent.
2. Manage the end-to-end recruitment process, including job postings, interviewing, and onboarding.
3. Create and provide signatures (email and other) for Staff.
4. Foster a positive work environment through effective communication and conflict resolution.
5. Handle employee grievances and disciplinary actions by organizational policies.
6. Promote a culture of respect, collaboration, and inclusivity.
7. Identify training needs and develop programs to enhance employee skills and performance.
8. Organize workshops, seminars, and other professional development opportunities.
9. Monitor and evaluate the effectiveness of training programs.
10. Develop and implement performance appraisal systems.
11. Conduct regular performance reviews and provide constructive feedback to employees.
12. Assist in setting performance goals and career development plans for employees.
13. Maintain accurate and up-to-date employee records and HR documentation.
14. Develop and update HR policies and procedures per organizational goals and legal requirements.
15. Manage employee benefits programs, including health insurance, retirement plans, and leave policies.
16. Facilitate open and transparent communication between management and employees.
17. Conduct employee engagement surveys and implement initiatives to improve workplace satisfaction.
18. Develop strategies to retain high-performing employees and reduce turnover.
19. Provide support and guidance to managers on HR-related issues.
20. Coordinate team-building activities and employee recognition programs.
21. Stay updated with industry trends and best practices in HR management to continually improve the department's effectiveness.

## 1.8 Task Role of PR Department Members

1. Build and maintain relationships with journalists, editors, and media outlets.
2. Give the ideas of posts for holidays and special occasions, ensuring they resonate with the audience and align with the organization's branding.
3. Draft and distribute press releases, media advisories, and news articles.
4. Arrange and coordinate media interviews and press conferences.
5. Develop engaging content for various communication channels, including social media, websites, newsletters, and print materials.
6. Write speeches, talking points, and statements for organizational leaders.
7. Ensure all content aligns with the organization's message and goals.
8. Maintain and enhance the organization's public image and brand identity.
9. Ensure consistency in branding across all communication platforms.
10. Monitor public perception and address any issues that may affect the organization's reputation.
11. Develop and execute social media strategies to increase engagement and reach.
12. Monitor and manage the organization's social media accounts, responding to comments and messages.
13. Create and curate content for social media posts, ensuring timely and relevant updates.
14. Plan and execute public relations campaigns to promote the organization's initiatives and events.
15. Collaborate with other departments to ensure cohesive communication strategies.
16. Organize and manage public events, including press conferences, media tours, and community outreach programs.
17. Monitor media coverage and produce regular reports on PR activities and outcomes.
18. Develop crisis communication plans and manage the organization's response during PR crises.
19. Conduct market research to identify PR opportunities and stay updated with industry trends.
20. Coordinate the production of promotional materials, such as brochures, videos, and presentations.



21. Foster relationships with influencers and key opinion leaders to enhance the organization's visibility.
22. Provide media training and support to organizational spokespeople.
23. Develop and manage the PR department's budget, ensuring cost-effective strategies.
24. Evaluate the effectiveness of PR campaigns and adjust strategies as needed.
25. Ensure all PR activities comply with organizational standards and ethical guidelines.

## 1.9 Task Role for Designers

1. Create visually appealing designs for various communication channels, including social media, websites, newsletters, and print materials
2. Develop and maintain the organization's brand identity through consistent visual elements.
3. Collaborate with the PR and marketing teams to produce high-quality graphics for campaigns and events.
4. Design promotional materials such as brochures, posters, banners, and presentations.
5. Ensure all designs align with the organization's message, goals, and branding guidelines.
6. Manage the entire design process from concept to final production, ensuring timely delivery.
7. Create visual content for social media posts, ensuring they are engaging and on-brand.
8. Produce infographics and data visualizations to effectively communicate complex information.
9. Maintain an organized library of design assets for easy access and future use.
10. Stay updated with industry trends and incorporate new design techniques and technologies.
11. Conduct regular reviews of existing visual content and recommend improvements.
12. Provide design support for events, including stage design, signage, and promotional materials.
13. Work with printers and other vendors to ensure high-quality production of printed materials.
14. Develop templates and style guides to ensure consistency across all visual content.
15. Assist in the creation of multimedia content, including video editing and animation.
16. Participate in brainstorming sessions to generate creative ideas and concepts.
17. Ensure accessibility and inclusivity in all designs, adhering to relevant standards and guidelines.
18. Manage multiple design projects simultaneously, ensuring each receives adequate attention and resources.
19. Provide design feedback and mentorship to junior team members.
20. Ensure all visual content complies with organizational standards and ethical guidelines.
21. Develop prototypes and mockups to present design concepts to stakeholders.
22. Collaborate with web developers to ensure seamless integration of designs into digital platforms.

23. Provide regular updates to the team on the progress of design projects.
24. Continuously seek opportunities to enhance the visual impact of the organization's communications.
25. Create and design posts for holidays and special occasions, ensuring they resonate with the audience and align with the organization's branding.

## 1.91. Task Role for SMM

1. Develop and implement a comprehensive social media strategy to increase brand awareness and engagement.
2. Align social media activities with the organization's overall goals and objectives.
3. Create, curate, and manage all published content (images, video, written, and audio) across social media platforms.
4. Ensure content is engaging, on-brand, and optimized for each social media channel.
5. Plan and execute social media campaigns to promote events, initiatives, and organizational messages.
6. Monitor and analyze campaign performance to optimize and improve future campaigns.
7. Engage with followers and respond to comments, messages, and inquiries in a timely and professional manner.
8. Build and maintain relationships with key influencers and partners to enhance social media reach.
9. Monitor social media trends, tools, and applications to stay up-to-date with industry best practices.
10. Use analytics tools to measure and report on social media performance, including engagement, reach, and ROI.
11. Conduct regular social media audits to assess the effectiveness of the current strategy and identify areas for improvement.
12. Develop and manage the social media content calendar, ensuring a consistent posting schedule.
13. Collaborate with the PR and marketing teams to ensure cohesive communication strategies.
14. Manage social media advertising campaigns, including budget allocation and targeting strategies.
15. Create and design posts for holidays and special occasions, ensuring they resonate with the audience and align with the organization's branding.
16. Conduct competitor analysis to identify opportunities and stay competitive in the social media landscape.

17. Provide training and support to team members on social media best practices and tools.
18. Ensure all social media activities comply with organizational standards and ethical guidelines.
19. Coordinate with designers to produce high-quality visuals for social media posts.
20. Develop strategies to grow the organization's social media following and increase audience engagement.
21. Handle crisis communication on social media, addressing negative comments, and managing public perception.
22. Provide regular updates and reports to senior leadership on social media activities and performance.
23. Foster a positive online community by promoting respectful and constructive interactions.
24. Continuously seek opportunities to enhance the organization's social media presence and impact.

## 2.0. Penalty and Reward Policies

By Secretary-General:

- This policy applies to all staff members of the Diplomacy Community, including employees, volunteers, and participants in organizational activities. I swear that for this policy I will not use any emotions and nepotism, but logic, outlook, and knowledge.

**Huseyn Abdullayev**

Secretary-General,

Diplomacy Community

### Purpose

The purpose of this chapter is to establish a clear framework for administering penalties and rewards within the Diplomacy Community. This framework ensures fair and consistent treatment of all staff members and promotes a culture of accountability and excellence.

## 2.1. Penalty Policy

### Principles

- **Penalties** are intended to correct undesirable behavior and ensure compliance with organizational standards.
- Penalties will be applied **consistently and fairly**, considering the severity and frequency of the misconduct.
- The process for administering penalties will be **transparent** and allow for **due process**.

### Types of Penalties

#### 1. Verbal Warning

Issued for minor infractions or first-time offenses.

Documented in the staff member's record.

#### 2. Written Warning

Issued for repeated minor infractions or more serious first-time offenses.

Detailed explanation of the misconduct and required corrective action.

#### 3. Suspension

Temporary removal from organizational activities or duties.

Duration is based on the severity of the offense.

#### 4. Termination or Expulsion

Permanent removal from the organization.

Applied for severe misconduct or repeated offenses after prior warnings.

**Procedure:**

- 1. Investigation**
- 2. Notification**
- 3. Decision**
- 4. Implementation**
- 5. Appeal**

**From the decision of the Secretary-General, there can not be made any appeal protest.**



## 2.2. Reward Policy

### Principles

- **Rewards** are intended to recognize and encourage positive behavior, achievements, and contributions to the Diplomacy Community.
- Rewards will be distributed **fairly** and based on **clear criteria**.
- The process for granting rewards will be **transparent** and **objective**.

### Types of Rewards

#### 1) Verbal Recognition

Public acknowledgment of a staff member's contribution or achievement.

Provided during meetings or events.

#### 2) Written Commendation

Formal letter of appreciation or certificate of achievement.

Added to the staff member's record.

#### 3) Incentives

Monetary bonuses, gift cards, or other tangible rewards.

Based on specific achievements or milestones.

#### 4) Opportunities for Advancement

Promotions, additional responsibilities, or leadership roles.

Based on consistent performance and demonstrated leadership skills.

## 5) **Professional Development**

Opportunities for training, workshops, and conferences.

Encouragement to pursue further education and skill development.

### **Nomination**

Staff members can be nominated for rewards by the Secretary-General.

Nominations should include an explanation of the achievements or contributions.

### **Review**

A Secretary-General will review all nominations and evaluate them based on established criteria.

### **Procedure:**

- **Decision**
- **Presentation**
- **Documentation**

## 3.0 Promotion and Demotion

### *Purpose*

The purpose of this chapter is to establish clear guidelines for the promotion and demotion of staff members within the Diplomacy Community. This policy aims to ensure that advancements and reductions in rank are conducted fairly, transparently, and based on merit and performance.

### *Scope*

This policy applies to all staff members of the Diplomacy Community, including employees, volunteers, and participants in organizational activities.

## 3.1 Promotion Policy

### Principles

- **Promotions** are intended to recognize and reward staff members for exceptional performance, dedication, and contributions to the organization.
- The promotion process will be **transparent, objective**, and based on **clear criteria**.

### Criteria for Promotion

1. **Performance**
  - Consistently high performance and achievement of goals and objectives.
  - Demonstrated excellence in job responsibilities and duties.
2. **Leadership and Initiative**
  - Demonstrated leadership qualities and the ability to inspire and motivate others.
  - Taking initiative and showing proactive involvement in organizational activities.
3. **Professional Development**
  - Commitment to continuous learning and professional growth.
  - Participation in training, workshops, and other development opportunities.
4. **Contributions to the Organization**
  - Significant contributions to the organization's success and mission.
  - Positive impact on team dynamics and organizational culture.

### Procedure for Promotion

1. **Nomination**
  - Staff members can be nominated for promotion by the Secretary-General
  - Nominations should include a detailed justification based on the promotion criteria.
2. **Review**
  - Secretary-General and his office will review all nominations and evaluate them against the established criteria.
  - The review process will be conducted fairly and impartially.
3. **Decision**
  - The committee will make a decision based on the evaluation and recommend promotions.
  - The promotion decision will be communicated to the staff member in writing.
4. **Implementation**
  - The promotion will be formally recognized and documented in the staff member's record.
  - Adjustments to responsibilities, titles, and compensation will be made as appropriate.

## 3.2 Demotion Policy

### Principles

- **Demotions** are applied when a staff member fails to meet the required performance standards or exhibits behavior that is inconsistent with the organization's values and goals.
- The demotion process will be **transparent, objective**, and based on **clear criteria**.

### Criteria for Demotion

1. **Performance Issues**
  - Consistent failure to meet performance standards and goals.
  - Inability to fulfill job responsibilities effectively.
2. **Behavioral Issues**
  - Conduct that is contrary to organizational values and policies.
  - Disruptive behavior that negatively impacts the team or organization.
3. **Violation of Policies**
  - Breach of organizational policies, procedures, or ethical standards.
  - Actions that compromise the integrity and reputation of the organization.

### Procedure for Demotion

1. **Investigation**
2. **Notification**
3. **Decision**
4. **Implementation**
5. **Appeal**

By adhering to this **Promotion and Demotion Policy**, the Diplomacy Community ensures a fair and consistent approach to recognizing and addressing staff performance and behavior, ultimately fostering a positive and productive work environment.

## 3.3 Respect to the Secretary-General

### **Purpose**

The purpose of this chapter is to emphasize the importance of maintaining absolute respect towards the Secretary-General. This respect is essential for upholding the integrity and authority of the office, ensuring effective leadership, and fostering a positive and collaborative work environment within the Diplomacy Community.

### **Scope**

This policy applies to all staff members of the Diplomacy Community, including employees, volunteers, and participants in organizational activities.

### **Principles of Respect**

#### **1. Acknowledgment of Authority**

- Recognize and respect the authority and responsibilities of the Secretary-General.
- Understand that the Secretary-General's decisions and directives are made in the best interest of the organization.

#### **2. Professional Conduct**

- Interact with the Secretary-General in a professional and courteous manner at all times.
- Avoid any actions or behaviors that could be perceived as disrespectful or undermining.

#### **3. Communication**

- Use appropriate and respectful language when addressing the Secretary-General, whether in writing or verbally.
- Ensure that all communications with the Secretary-General are clear, concise, and relevant.

#### **4. Support and Cooperation**

- Support the initiatives and directives issued by the Secretary-General.
- Cooperate fully with the Secretary-General and assist as needed to achieve organizational goals.

#### **5. Confidentiality and Discretion**

- Maintain confidentiality regarding sensitive information shared by the Secretary-General.
- Exercise discretion when discussing matters related to the Secretary-General's office.

## **Expected Behaviors**

### **Punctuality**

- Attend meetings and events scheduled by the Secretary-General on time.
- Respect the Secretary-General's time by being prepared and focused during interactions.
- Participating in all events and meetings which are organized by the Community.

### **Constructive Feedback**

- Provide feedback to the Special Assistant of the Secretary-General constructively and respectfully.
- Avoid public criticism and address concerns privately and professionally.

### **Acknowledgment and Appreciation**

- Acknowledge and appreciate the efforts and achievements of the Secretary-General.
- Recognize the contributions of the Secretary-General to the success of the organization.

### **Addressing Disrespect**

- Any instances of disrespect towards the Secretary-General should be reported promptly to the appropriate authority within the organization.
- Ensure that reports are handled confidentially and investigated thoroughly.

Disrespectful behavior towards the Secretary-General will be addressed in accordance with the organization's penalty policy.

- Penalties may include verbal or written warnings, suspension, or termination, depending on the severity of the offense.

### **Commitment to Respect**

All staff members of the Diplomacy Community are expected to commit to upholding the principles outlined in this chapter. By maintaining absolute respect for the Secretary-General, the organization can ensure effective leadership, a positive work environment, and the successful achievement of its goals.

### 3.4 Oath of Confidentiality

#### **Diplomacy Community**

I, \_\_\_\_\_ as \_\_\_\_\_  
solemnly swear to uphold the principles of confidentiality within the **Diplomacy Community**.

**I commit to the following:**

- I will keep all sensitive information in the strictest confidence and will not disclose it to unauthorized individuals.
- I will act with professionalism and discretion at all times, ensuring the confidentiality of all information.
- I will safeguard all confidential information entrusted to me and report any breaches promptly.
- I will not use confidential information for personal gain and will respect the privacy of all members and associates.
- I will support the mission and values of the Diplomacy Community and understand that any breach of this oath may result in disciplinary action.

By taking this oath, I acknowledge my commitment to confidentiality and the high standards of the **Diplomacy Community**.

**Signature:** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

**APPROVED BY:**

\_\_\_\_\_  
**HUSEYN ABDULLAYEV**

**SECRETARY-GENERAL  
DIPLOMACY COMMUNITY**



## 3.5 Young Leaders Platform

### Overview

Young Leaders' Platform at the Diplomacy Community is a concept aimed at nurturing, and mentoring the cohort of future diplomats & global leaders. Through this platform, young people get a chance to work directly with experienced diplomats, be involved in diplomatic-level discussions, and get skills that will enable them to be useful diplomats or relations.

### Objectives

The purposes of the Young Leaders Platform are to enhance the interaction with diplomats, work on leadership and diplomatic skills, encourage voices and discussion, and provide networking, and cultural exchange. This way the platform offers direct communication between the young leaders on the one side and the diplomatic professionals, both in the countries that the young leaders come from and in the world organizations on the other side. This also comprises leadership, negotiating, speaking in public, diplomatic immunity, training sessions, workshops, and seminars emphasizing the tagging-on of skills with more realistic models expected to be practiced. The platform establishes the framework for structured debates on current and pressing international issues, encourages the formation and communication of ideas, opinions, and arguments, and helps to enhance the persons' critical thinking skills and capacity for and experience in arguing for or against some identified global issues on an international level. Also, it develops a group of young leaders eager for diplomacy and international relations, and it also makes a connection of the participants with the mentors, the experts, and the like-minded people across the globe. Last, the participants are encouraged to gain knowledge about other cultures and they practice diplomacy; the platform is organized and coordinates cultural exchange of events.

## **Activities**

The promoting objectives of the Young Leaders Platform have aimed at the accomplishment of the following activities: Diplomat meetings are programs in which young leaders can have a scheduled conversation with a diplomat on different topics concerning international relations and diplomacy with an answering section to create a dialogue sort of. Public diplomacy forums are held on the topical issues affecting the international community with guests such as diplomats and other learned scholars in the chair where participants can get a chance to study and defend their opinions on such issues. Company workshops and seminars present training for fundamental competencies necessary for work in the sphere of international relations and diplomacy and offer seminars on specific subject matters presented by specialists in question with speakers on related fields of study. Networking events are social events and meetings that will allow the participants to interact with their peers and mentors and other events like online forums and post or teleconferences will enable continuous interaction among the participants. Cultural exchange programs include social activities as well as events focused at depicting different cultural and diplomatic processes where the participants are allowed to interrelate and express their culture.

## **Membership**

Young Leaders Platform is always accepting new members to join and as a member should be young and willing to participate in diplomacy and international relations activities. Some of the expected conduct is that users are supposed to be engaged in the platform's activity and contribute to the intended objectives. It wishes to have participants from different geopolitical locations and of different demographics.

## **Benefits**

Skills improvement, contacts, diplomacy, and Cultural Studies can all be obtained from being part of the Young Leaders Platform. Students get acquainted with diplomacy, leadership, and negotiation processes, develop critical and analytical thinking while debating and discussing, and establish contacts with like-minded people, mentors, and employees in the international relations sphere. They make contacts that can be useful for their career progression, they acquire a first-hand approach to how diplomacy and international relations work, and get to learn from professionals in the field. Also, participants realize cultural and other differences more significantly and contribute to a better understanding of other countries.

Thus, by participating in the work of the Young Leaders Platform, students will be able to meet with the diplomatic corps, enhance their skills, and become part of productive discussions on international relations. Their purpose will be to prepare and cultivate the generation of leaders that will drive world diplomacy forward.