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African Continental Qualifications Framework (ACQF) Network

The Presidency election procedure

Elections of the Presidency of the ACQF Network

19 March 2025

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Member countries participating in the initial meeting of 5 December 2024: Angola, Botswana, Cabo Verde, Cameroon, DR Congo, Eswatini, Guiné-Bissau, Kenya, Malawi, Mauritius, Mozambique, Seychelles, Sierra Leone, South Africa and Tunisia.

Member countries include also: Ghana, Lesotho, Senegal, Somalia, Zambia, Zimbabwe

Member countries participating in the launch meeting on 22 January 2025: Angola, Botswana, Cameroon, Democratic Republic of Congo Eswatini, Guiné-Bissau, Kenya, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, Tunisia, Zambia.

This procedure has been consulted with the Constituency at a webinar on 17 March 2025.

1 Introduction – ACQF Network

The ACQF Network’s function is to guide the implementation of the Framework and its Qualifications and Credentials Platform (QCP) and ensure their sustainability beyond external EU project support. The ACQF is a policy instrument supporting transparency and comparability of qualifications and credentials of all types and levels, mobility of learners and workers, and recognition of skills, qualifications and credentials. It seeks cooperation and complementarities with national institutions in development of national qualifications frameworks and systems, including via referencing to it of national qualifications frameworks in Africa and through broader global cooperation.

The **ACQF policy document**¹, validated at the ACQF Conference in Addis Ababa on 11-13 July 2023, defined the ACQF’s objectives, principles, its seven areas of activity, its governance principles and its characteristics and implementation tools.

The conceptual and policy underpinnings of the ACQF Network were laid down at the that Addis conference of July 2023)² and were further discussed and agreed at the 1st Forum of National Qualifications Institutions, in Kinshasa on 18-20 June 2024)³. Output 3.1 of ACQF-II project specifies the necessary activities to support the establishment and strengthening of the ACQF Network for sustainability.

The goals, organisation and governance of the ACQF Network have been described in the [ACQF Network Inception Document](#) and the subsequently developed Terms of Reference presented and discussed at the launch meeting held online on 22 January 2025.

2 Presidency of the ACQF Network

The Terms of Reference as discussed and agreed at the meeting of 22 January 2025, set out the Governance Structure of the ACQF Network which will comprise a rotating Presidency consisting of member states drawn from three countries (Troika) with developed NQFs and significant experience, Vice President, Secretary General, and Treasurer. A Secretariat will also be appointed to support the executive structure of the Network.

¹ ACQF Policy document (2023). <https://acqf.africa/resources/policy-guidelines/acqf-policy-document-upon-validation-by-au-member-states-en-fr-pt/acqf-policy-document-en>

² ACQF News. <https://acqf.africa/news/african-continental-qualifications-framework-acqf-is-validated-and-implementation-started>

³ Report of the 1st Forum, Kinshasa, 18-20/June 2024. https://acqf.africa/capacity-development-programme/webinars/forum-of-national-qualifications-frameworks-forum-des-cadres-nationaux-des-certifications-continental/en_acqf-nqf-forum-kinshasa-18-20-june_report-synthesis_en_web.pdf/@@display-file/file/en_acqf-nqf-forum-kinshasa-18-20-june_report-synthesis_en_web.pdf.pdf

The meeting of 22 January 2025 concluded that the development of the election procedure and administration of elections will be supported by the European Training Foundation (ETF), the EU agency which has guided development of the ACQF. It will act as a neutral party, using the network of contacts established through the ACQF-II project and the ACQF website.

To allow for the development and clarification of the role of the full executive, the nomination process will be a phased approach. In the initial period, it will focus on the Presidency. Once the Presidency is in place, it will define the roles of Vice President, Secretary General, and Treasurer and a new round of elections/nominations can be organised, following discussions with the Network's members. This procedure therefore outlines the process for the election of the Presidency.

3 Election Procedure

The election procedure will be administered by ETF with the use of a dedicated e-mail address.

3.1 Registration of candidates for Presidency

- a) In line with the Network Inception Document and the Terms of Reference, member countries of African Union are invited to propose their candidatures for the Presidency.
- b) In the initial phase of the Network's development, presidency candidates will be required to come from countries with significant NQF development experience.
- c) The term "significant experience" can be defined by reference to the NQF development stages in ACQF countries, as reported in the results of the latest ACQF survey on NQFs.⁴ Countries with NQFs at stage 4 or 5 will be invited to submit their candidatures:
 - *Stage 4: NQF in place (fully developed, approved as a legal act, started implementation)*
 - *Stage 5: NQF operational and reviewed.*⁵
- d) The call to register candidates will be disseminated by e-mail to the network of contacts established through the ACQF project activities and published on the ACQF website, in section "ACQF Network".

⁴ <https://acqf.africa/resources/surveys-acqf-ii-nqf-rpl-micro-credentials/nqf-survey-2024-summary-report-infographic>

⁵ The above-mentioned report listed twelve countries at stage 4: Angola, Eswatini, Ethiopia, Gambia, Mozambique, Tanzania, Tunisia, Zimbabwe, Burundi, Egypt, Lesotho, Rwanda; and **eight at stage 5**: Cabo Verde, Kenya, Namibia, Seychelles, South Africa, Zambia, Botswana, Mauritius.

- e) The bodies eligible to submit their candidatures can include national qualifications authorities or in the absence of a dedicated qualifications authority, ministries or institutions designated to play a coordinating role in advancing the development of a National Qualifications Framework.
- f) One member country can propose only one candidate body.
- g) Interested bodies shall submit their candidatures by filling the ACQF Network Presidency Candidate Registration Form published online with the call to register candidates. The form will include the sections and data fields listed below.
- Information about **Candidate Body**: (1) Country; (2) Name of the authority/body; (3) Website of the authority if available, (4) Brief profile of the Candidate Body highlighting its experience in implementation of the NQF and expected contributions to the ACQF Network (maximum 4000 characters/approximately 600-700 words).
 - Information about the authorised **decision-maker** in the Candidate Body⁶: (5) Full name; (6) Position in the organisation; (7) e-mail address.
 - Nominated **representative** of the Candidate Body in the ACQF Network: (8) Full name of the person representing the authority in the ACQF Network Presidency if the Candidate Body is elected; (9) Position in the organisation; (10) E-mail address.
 - Attachment: (11) A field requesting **to send by e-mail** a scan or a picture (in pdf. or jpeg. format) of a **Candidate nomination form signed by the respective decision-maker** in the Candidate Body included in **Annex 1** to this document.
- h) The call to register candidates will be open for 10 calendar days.
- i) The list of registered candidates will be disseminated by e-mail and published on the ACQF website by ETF not later than 7 calendar days after the closure of the registration.

3.2 Registration of voters

- a) All member countries of the African Union, represented by qualifications authorities, or in the absence of qualifications authority by institutions which play an active role in advancing the development of National Qualifications Framework, are invited to register their designated voters.
- b) Each country will be allowed to register one voter.
- c) The call to register voters will be shared by e-mail to the ACQF Network's contacts and published on the ACQF website.

⁶ Head of the candidate authority/department in charge of NQF

- d) Registration of voters will take place by filling-in the **ACQF Network Voter registration form** published online with the call to register candidates. The form will include the fields listed below: (1) Country; (2) Name of the voting body; (3) Name of the **authorised decision-maker** in the voting body (Head of the authority/department in charge of NQF) nominating the voting person; (4) Position of the authorised decision-maker in the organisation; (5) E-mail address of the authorised decision-maker; (6) Name of the contact person nominated to cast a vote on behalf of the institution (**the Voting Representative**), (7) Position of the Voting Representative in the organisation (8) E-mail address of the Voting Representative which will be used for casting a vote; (9) A field to upload a scan or a picture (in pdf. or jpeg. format) of the **Voter nomination form** included in Annex 2 to this document signed by the nominator – authorised decision-maker in the voting body.

- e) Invitation to register voters will be open for 10 calendar days.

3.3 Voting

- a) Voting will take place electronically by e-mail.

- b) Each voter can vote for up to three candidates for Presidency.

- c) ETF will establish a dedicated e-mail address [acqf.network.elections@etf.europa.eu] from which a message with subject: “ACQF Network PRESIDENCY ELECTIONS” will be sent to the e-mails of the registered voters. The message will request to cast a vote. It will include a table with the list of registered candidates and an instruction how to cast a vote.

- d) The voters will cast their votes by replying to the e-mail “ACQF Network VOTING” with a list of candidates filled by placing symbol X next to the names of up to three candidate countries.

- e) The voters will have 7 calendar days to return their votes.

- f) Two ETF staff members will count the votes independently and compare the results for accuracy check.

- g) ETF will not disclose the preferences of the voters to the Network’s members.

- h) Subject to confirmation of availability by the African Union Commission: ETF will share shares the files including the candidates and voters' registrations as well as e-mails

with votes and the summary of the votes count with the African Union Commission for additional confirmation of the results.

3.4 Determination of the winner

- a) Three candidate authorities that received the most votes will be considered elected to the Presidency.
- b) In the event of a tie, a further round of voting will be held to decide between the countries which received the same number of votes.

3.5 Publication of the elections results

The results of the elections will be published on the ACQF website not later than 10 calendar days after the closing of the election.

3.6 Additional Steps

A webinar will be organized to explain the election procedure, answer questions, and encourage participation from all member countries on 17 March 2025 at 10:00 UTC/ 11:00 CET

3.7 Timeline (tentative)

- Webinar with member countries – 17 March 2025
- 20 March – commencement of the candidate and the voter registration process (preferably simultaneously to save time)
- 31 March - deadline for registrations
- 1-4 April – check of registrations by ETF
- 4-7 April – publication of the candidatures
- 8-17 April - voting period.
- 27 April - announcement of the election results and the first Presidency.

3.8 Annexes

Annex 1: Candidate nomination form

ACQF NETWORK
Presidency elections

CANDIDATE NOMINATION FORM

Candidate Body:	
Country:	
Full name of the nominated representative of the Candidate Body in the ACQF Network:	
Position of the representative in the organisation:	

NOMINATOR/ AUTHORISED DECISION-MAKER *

Full name of the nominator:	
Position in the organisation:	
Signature of the nominator:	Date:
Official stamp:	

* Head of the candidate authority/department in charge of NQF

Annex 2: Voter nomination form

ACQF NETWORK
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VOTER NOMINATION FORM

Voting Body:	
Country:	
Full name of the person nominated as Voter (the Voting Representative):	
Position of the Voting Representative in the organisation:	
E-mail address of the Voting Representative (which will be used to cast the vote):	

NOMINATOR/ AUTHORISED DECISION-MAKER*

Full name of the nominator:	
Position in the organisation:	
Signature of the nominator:	Date:
Official stamp:	

* Head of the candidate authority/department in charge of NQF