

Africa Centre for Public Leadership (ACPL)

Mandatory Continuing Professional Leadership Development (MCPLD) Policy and Procedure

1. Purpose

The purpose of this Policy is to:

- Ensure ACPL Members and Fellows **maintain professional leadership competence.**
- Promote continuous **ethical, transformative, and accountable leadership** aligned with the Fledism Leadership Philosophy.
- Provide clear guidelines for **MCPLD activities, compliance, reporting, and sanctions.**

2. Scope

This Policy applies to **all Members and Fellows** of ACPL who are required to participate in annual MCPLD activities.

3. Annual MCPLD Requirement

- Each Member must complete a minimum of **20–30 hours of MCPLD per calendar year.**
- MCPLD may include courses, workshops, seminars, webinars, mentoring, or approved professional leadership activities.
- Members may accrue MCPLD hours through a combination of required and elective modules.

3.1 Recommended Distribution of Hours

MCPLD Area	Minimum Hours	Description
Ethical Leadership & Fledism Principles	5	Training in integrity, accountability, decision-making aligned with Fledism philosophy
Public Policy & Governance	5	Updates on policy trends, governance reforms, and public sector innovations
Professional Skills Development	5	Communication, negotiation, strategic management, data-driven leadership
Professional Refresher course / Optional Leadership Modules	5–10	Specialized courses & sector-specific course (private, public, or non-profit)

4. Approved MCPLD Activities

- ACPL will maintain a list of **approved MCPLD programs**.
- Members may seek approval for **external or online courses**, subject to verification by the Secretariat.
- Activities must have **verifiable outcomes** (certificate, attendance record, or assessment report).

5. Documentation and Reporting

- Members must submit **proof of MCPLD completion annually** to the ACPL Secretariat.
- Secretariat maintains a **MCPLD compliance register**.
- MCPLD completion may be verified during membership renewal or fellowship application.

6. Non-Compliance and Sanctions

Non-compliance will be treated administratively unless it involves deliberate misrepresentation. Sanctions may include:

1. **First Offense:** Warning notice and opportunity to complete MCPLD within a specified period.
2. **Second Offense:** Suspension of privileges, including voting, committee participation, and use of ACPL post-nominals.
3. **Repeated or Willful Non-Compliance:** Ineligibility for fellowship upgrades, awards, or other professional recognition.

Ethics Committee involvement is required only if non-compliance involves **fraudulent reporting or deliberate deception**.

7. Roles and Responsibilities

7.1 Members

- Complete the required MCPLD hours annually.
- Submit documentation to Secretariat in a timely manner.
- Notify Secretariat of any challenges in fulfilling MCPLD requirements.

7.2 ACPL Secretariat

- Maintain the list of approved MCPLD activities.
- Track member compliance and maintain records.
- Issue reminders, notices, and manage sanctions as necessary.

7.3 FLED Institute

- Approve MCPLD hours, policy amendments, and special exemptions.
- Ratify sanctions in cases of repeated non-compliance.

8. Review and Update

- This policy shall be reviewed every **two years** or as necessary to align with international best practices and Fledism Leadership Philosophy.

9. Commencement

- This Policy comes into force from January 1, 2026 as approved by FLED Institute and applies to all MCPLD activities henceforth.