



## Mailing list

Your reference

Your date

Your designation

Our reference

Our previous date

Our previous designation

SWEDINT/NCGM Course Director  
 Commander (N) Poul Martin Linnet,  
 poul-martin.linnet@mil.se  
 Phone: +46 73 427 27 04

**Announcement to apply for Gender Advisor course at  
 Swedish Armed Forces International Centre/Nordic centre  
 for Gender in Military Operations, course residential  
 period 23 October to 03 November 2017**

**Reply before  
 23-08-17**

## 1. Background

The Swedish Armed Forces International Centre (SWEDINT) conducts several courses each year for personnel deploying for Peace Support Operations (PSO). Categories include troops, staff officers, observers/monitors, civil servants and civilian police. SWEDINT was in 2014 accredited by NATO to conduct NATO approved courses within the NATO discipline "Gender in Military Operations". SWEDINT also delivers courses certified by the United Nations.

The Nordic Centre for Gender in Military Operations (NCGM) co-located with SWEDINT was in February 2013 appointed as the Department Head (DH) for all NATO gender related education and training in military operations.

The Gender Advisor (GENAD) course was developed in 2016 and certified as a NATO Approved course in February 2017. The GENAD course was developed in accordance with NATO Global Programming process through a Training Requirement Analysis (TRA) and a Training Need Analyses (TNA) to meet NATO operational requirements. The depth of knowledge for the GENAD course is level 300 and the course is mandatory for NATO personnel deploying in the function as GENAD within NATO-led operations.

(CME)

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 Livgardet  
 SE-196 85 Kungsängen  
 SWEDEN

Visiting Address  
 Granhammar

Telephone  
 +46 8 584 540 00

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 +46 8 584 540 80

E-mail, Internet  
 exp-lg@mil.se  
 www.forsvarsmakten.se/livgardet



## 2. Course Purpose

The GENAD is the commander's specialist resource in the integration of a gender perspective into planning, execution and evaluation of operations.

The three week GENAD course (one week pre-study and two weeks residential) prepares the participants to function as GENAD in both Peace Time (PE) and Crisis Establishment (CE) HQ at strategic and operational level. With a focus on United Nations Security Council Resolution (UNSCR) 1325 and related resolutions, NATO Bi-SC Directive 40-1 and additional NATO documents, human rights and international humanitarian law, a platform is created where lessons learned, integration into NATO comprehensive operations planning process and experiences and research creates the foundation for the role and responsibilities of a GENAD. The course further provides the participants with the skills and competence required to act in an advisory role both in a national and international context.

At the completion of the course participants will be able to apply and advice on integrating the gender perspective at strategic and operational level in key elements throughout the NATO comprehensive operations planning process.

## 3. Target Audience

The Gender Advisor Course is intended for personnel deploying as strategic and operational level Gender Advisors (PE, CE positions at NATO, UN, EU and nations).

To be eligible to attend the GENAD course, nominees must fulfil the following criteria:

- Officer with rank level OF 3-5 or civilian equivalent and with education minimum at Bachelor level degree (EQF 6).
- Knowledge and experience working in a multinational or national military staff or a military/police/rescue/civil mission.
- Solid experience (training on and working with) military operations planning process (NATO Comprehensive Operations Planning Directive (COPD) or national equivalent)
- Competence and skills to function in an advisory function (i.e. leadership-, communication-, analysis and assessment skills and the ability to perform under limited guidance).



#### 4. Learning objectives

After completion of the GENAD course participants will be able to:

- Advise leadership and staff on integrating gender perspective in military operations (planning, execution and evaluation for NATO's core tasks: collective defence, crisis management and cooperative security).
- Advise leadership and staff on Conflict Related Sexual Gender Based Violence (CRSGBV) and recommend actions.
- Establish liaison and networking with relevant internal and external actors in the role as Gender Advisor.
- Contribute to the planning, execution and evaluation phases of operations with gender products, analysis, assessments and recommendations.

#### 5. Method

**The course is a three week course.** The first week is an individual pre-study week that consists of studying UN and NATO reference material, completing Advanced Distributed Learning (ADL) courses and completing a written pre study assignment to be sent to NCGM before the residential course. The written assignment is described in the pre-study assignment that is forwarded to participants after admittance to the course. The course is later followed by a two week residential course at SWEDINT/NCGM from **23<sup>rd</sup> October to 03<sup>rd</sup> November 2017**. Expect one day in the weekend at the residential course to include work.

The residential course builds on the knowledge obtained in the individual pre-study week and consists of lectures, facilitated discussions, practical exercises and case studies. Discussions and tasks during the residential course will take place in both plenary and syndicates. The course is designed to be very interactive and every participant must take an active part in all modules and share own experiences and points of view.

#### 6. References

Extract of references used during pre-study and the residential course.

United Nations Security Council Resolution 1325 and related UNSCRs

ADL169, "Improving Operational Effectiveness by Integrating Gender Perspective"

ADL168, "Role of Gender Advisors and Gender Field Advisors in Operations"

Part of ADL131, "Introduction to the Comprehensive Operations Planning Directive (COPD)"



NATO Comprehensive Operations Planning Directive Interim v 2.0 OCT 2013

Bi SC Directive 40-1 (rev 1) AUG 2012, “Integrating UNSCR 1325 and Gender Perspective into the NATO Command Structure”

Allied Command Operations (ACO), “Gender Functional Planning Guide”

Centre for Democratic Control of Armed Forces (DCAF), “Teaching Gender in The Military Handbook”, part one “Why and How Gender is Vital to Military Operations”

DPKO Guidelines “Integrating a Gender Perspective into the Work of the United Nations Military in Peacekeeping Operations

## **7. Student assessment**

The students will be assessed through formative assessments during plenary and syndicate work and a final summative assessment (Exam). The pre-study assignment is part of the overall assessment. In the final summative assessment students are expected to demonstrate the ability to perform an operations relevant gender analysis, advice on how to integrate gender perspective and recommend actions based on their analysis. The exam is comprised of a written and an oral part.

A course certificate with the grades “Successfully completed” or “Participated” will be presented to the participants.

## **8. Language proficiency**

Students must be in command of English as described in NATO standardization agreement (STANAG) 6001<sup>1</sup>:

Listening: Professional (3), Speaking: Functional (2), Reading: Professional (3),

Writing: Functional (2)

Language testing is a national responsibility.

No additional training or translation will be provided.

<sup>1</sup> STANAG 6001 can be found at [www.natobilc.org](http://www.natobilc.org). SWEDINT acknowledges that this standard may not apply to non-NATO states. It is however a reasonably good way of describing language skills.



## 9. Computer skills

Basic computer skills are necessary. SWEDINT training and information management relies heavily on our computer information system.

## 10. Security classification

The content of this course is: UNCLASSIFIED

## 11. Swedint policy on personal data

In order to get a seat on a course at SWEDINT the applicant is asked to provide personal data. In doing so the applicant are giving consent to the processing and storing of personal data for official use at SWEDINT. The student if admitted must **clearly state** to SWEDINT staff during the residential course if the student have any objections against appearing on course photos or having data in course address lists etc.

## 12. Administration

### a. Student Application

Student applications should be sent to SWEDINT **NLT 23 August 2017. Applications received later will only be considered, if space is available.** The application form and personal CV can be found at: [www.forsvarsmakten.se/en/swedint/courses-at-swedint-and-how-to-apply](http://www.forsvarsmakten.se/en/swedint/courses-at-swedint-and-how-to-apply).

*The application form, authorized and signed by the national authority/POC, has to be sent together with the CV to SWEDINT via e-mail or fax.*

### b. Information to national administrators etc:

It is important that this announcement reaches the student intended to apply for participation at the course since it contains information that the student needs in the application process.

### c. Internet access before the course

Prior to joining this course at SWEDINT/NCGM students will need access to internet in order to access documents that SWEDINT/NCGM provides on its web page before the residential course begins, such as pre-study assignment, course curriculum, schedule, welcome letter, application form etc.

### d. Point of Contact (POC)

In the application form a national point of contact (POC) must be listed and signed. The POC should be the Commander/Branch Head that approves the application.



### **e. Student selection**

Nations applying for more than one slot on the course are requested to indicate a prioritization of their applicants should there be more applicants than seats available on the course. This is in order to not delay the selection process. If this is not done, SWEDINT/NCGM will select the applicants it deems most qualified in relation to the qualification criteria listed in paragraph 3, target audience.

If a nation is interested in sending a student to the course but does not initially have a name of the officer in question the nation can forward an application and request a preliminary seat at the course in order to get the selection process started.

### **f. Code of Conduct**

SWEDINT/NCGM has high focus on personal behavior and respect for others regardless of religion, ethnicity, gender or sexual orientation. The SWEDINT Code of Conduct is available for all to read on the students' network at SWEDINT. In case of violations of the code of conduct SWEDINT reserves the right to exclude the student from the course leading to immediate repatriation.

### **g. Course fees**

The course fee is SEK 12,000 per student. This includes board and lodging, and transfer from and to Arlanda/Bromma Airport in Stockholm/Sweden.

The course fee can be paid either by credit card by the individual applicant upon arrival at SWEDINT/NCGM or by invoice before the residential course. Additional information concerning payment and whether your applicant(s) has been admitted to the course will be sent to the POC listed on the application form and to the admitted student as soon as the procedure regarding applications is finalized normally 4-6 weeks prior to the beginning of the residential course.

1. Nordic Defence Cooperation (NORDEFECO) students pay according to each nation's administrative regulations and according to the NORDEFECO agreement.
2. Swedish Armed Forces students pay according to the normal administrative regulations for domestic courses.

Salaries, allowances and travel costs are to be paid by national authorities of the sending nation in accordance with national regulations.

### **h. Subsidies**

Subsidized student slots are available on request by the nominating nations and decided on a case-by-case basis by the Swedish Ministry for Foreign affairs (MFA). It is important that the student marks the application form clearly if applying for a subsidized course seat. If the



subsidy box is not checked in the application form SWEDINT/NCGM will assume that no subsidies are applied for.

Information about whether subsidy is granted will be given in the letter of admission that is sent out 4-6 weeks prior to the course start.

#### **i. Accommodation**

Single room accommodation is arranged for all course participants through SWEDINT at the Life Guards student hotel which is located within the military base. Internet Wifi for personal electronic devices is available at the student hotel. Students may also be accommodated in nearby hotels outside the regiment. In that case transportation will be arranged by SWEDINT.

#### **j. Dress code**

Military participants have to bring their Service dress uniform for opening and closing ceremony and course dinner, Working dress or Battle dress uniform (BDU) are worn during the remainder of the course. Participants are encouraged to bring clothes for physical training (remember in-door training shoes for the gym), as well as civilian clothes for Swedish weather conditions.

Civilian participants wear casual clothing during lectures and jacket & tie for the opening and closing ceremony and course dinner.

### **13. CONTACT AND APPLICATION**

#### **a. POC**

##### ***Course Director***

Commander (N) Poul Martin Linnet

Phone: +46 73 427 27 04

Email: [swedint@mil.se](mailto:swedint@mil.se)

##### ***Logistics - Course Adjutant***

NCO Jonas Hjalte

Email: [swedint@mil.se](mailto:swedint@mil.se)

##### ***Administration – Course Coordinator***

MS Christine Kurzeja

Email: [swedint@mil.se](mailto:swedint@mil.se)



## **b. Application procedure**

The application form can be found on the Internet at  
[www.forsvarsmakten.se/en/swedint/courses-at-swedint-and-how-to-apply](http://www.forsvarsmakten.se/en/swedint/courses-at-swedint-and-how-to-apply).

Look for writable application form and writable student CV under Documents right side on the page.

When the application form and CV has been filled in, authorized and signed by the national authority/POC, it should be sent to SWEDINT. The course admin office will confirm receipt of the application. This does not mean that the student has been admitted to the course, it only confirms that the admin office has received the application.

The POC/Student will be notified at the latest between 4-6 weeks before the course begins whether the nominated student is admitted to the course.

If admitted to the course, the POC/Student will receive a *Letter of Admission*, indicating further details about the course, and how to retrieve the pre-study material and information on the SWEDINT website.

A copy of the Letter of admission will also be sent to the nation's embassy in Sweden as well as to the Swedish Embassy in the applying country.

## **c. Mailing address for forwarding of application**

Address to be used for forwarding applications is as follows:

E-mail: [swedint@mil.se](mailto:swedint@mil.se) or

FAX: +46 8 584 526 20 or

LG/SWEDINT

Course Admin office

196 85 Kungsängen

SWEDEN

Berglund, Lars

CO NCGM

***Handlingen är fastställd i Försvarsmaktens elektroniska dokument- och ärendehanteringssystem.***



## Mailing list

Danish Armed Forces Operational Command, Denmark  
Danish Defence Personnel Organisation, NATO & INTOPS  
Branch, Denmark  
Finnish Defence Command, J7, PO Box 919, FI-00131  
HELSINKI, Finland  
Finnish Army Command, G7, PO Box 145, FI-50101,  
MIKKELI, Finland  
Finnish Navy Command, M7, PO Box 58, FI-20811, TURKU,  
Finland  
Finnish Airforce Command, A7, PO Box 30, FI-41161,  
TIKKAKOSKI, Finland  
Finnish National Defence University (FINCENT), PO Box 7,  
FI-00861, Finland  
Norwegian Defence Personnel Agency, Norway  
Norwegian Defence International Centre, NODEFIC, Norway

Embassy of Costa Rica (Norway)  
Embassy of Côte d'Ivoire (Denmark)  
Embassy of Croatia (Sweden)  
Embassy of Cyprus (Sweden)  
Embassy of the Czech Republic (Sweden)  
Embassy of Denmark (Sweden)  
Embassy of the Dominican Republic (Sweden)  
Embassy of Ecuador (Sweden)  
Embassy of Egypt (Sweden)  
Embassy of El Salvador (Sweden)  
Embassy of Eritrea (Sweden)  
Embassy of Estonia (Sweden)  
Embassy of France (Sweden)  
Embassy of Fiji (UK)  
Embassy of Finland (Sweden)  
Embassy of the Gabonese Republic (Germany)  
Embassy of the Gambia (UK)  
Embassy of Georgia (Sweden)

Embassy of Afghanistan (Sweden)  
Embassy of Albania (Sweden)  
Embassy of Algeria (Sweden)  
Embassy of Angola (Sweden)  
Embassy of Argentina (Sweden)  
Embassy of Armenia (Armenia)  
Embassy of Australia (Sweden)  
Embassy of Austria (Sweden)  
Embassy of Azerbaijan (Sweden)  
Embassy of Bahrain (UK)  
Embassy of Bangladesh (Sweden)  
Embassy of Barbados (UK)  
Embassy of Belgium (Sweden)  
Embassy of Benin (Denmark)  
Embassy of Bhutan (Switzerland)  
Embassy of Bolivia (Sweden)  
Embassy of Bosnia and Herzegovina (Sweden)  
Embassy of Botswana (Sweden)  
Embassy of Brazil (Sweden)  
Embassy of Bulgaria (Sweden)  
Embassy of Burundi (Germany)  
Embassy of Cambodia (UK)  
Embassy of Cameroon (UK)  
Embassy of Canada (Sweden)  
Embassy of Cape Verde (Austria)  
Embassy of Central African Republic (Belgium)  
Embassy of Chile (Sweden)  
Embassy of China (Sweden)  
Embassy of Colombia (Sweden)  
Embassy of the Republic of the Congo (Sweden)

Embassy of Germany (Sweden)  
Embassy of Ghana (Denmark)  
Embassy of Greece (Sweden)  
Embassy of Guatemala (Sweden)  
Embassy of Guinea (Germany)  
Embassy of Honduras (Belgium)  
Embassy of Hungary (Sweden)  
Embassy of India (Sweden)  
Embassy of Indonesia (Sweden)  
Embassy of Iran (Sweden)  
Embassy of Iraq (Sweden)  
Embassy of Ireland (Sweden)  
Embassy of Israel (Sweden)  
Embassy of Malta (Denmark)  
Embassy of Italy (Sweden)  
Embassy of Jamaica (UK)  
Embassy of Japan (Sweden)  
Embassy of Jordan (Germany)  
Embassy of Kazakhstan (UK)  
Embassy of Kenya (Sweden)  
Embassy of the Republic of Korea (Sweden)  
Embassy of Kuwait (Sweden)  
Embassy of Kyrgyzstan (Germany)  
Embassy of Laos (Sweden)  
Embassy of Latvia (Sweden)  
Embassy of Lebanon (Sweden)  
Embassy of Liberia (Germany)  
Embassy of Libya (Sweden)

Embassy of Saudi Arabia (Sweden)



Embassy of the Democratic Republic of Congo (Sweden)

Embassy of Lithuania (Sweden)

Embassy of the Grand Duchy of Luxembourg (Denmark)

Embassy of Macedonia\* (Sweden)

Embassy of the Republic of Malawi (UK)

Embassy of Malaysia (Sweden)

Embassy of the Republic of Mali (Germany)

Embassy of Malta (Denmark)

Embassy of Mexico (Sweden)

Embassy of the Republic of Moldova (Sweden)

Embassy of Mongolia (Sweden)

Embassy of Montenegro (Montenegro)

Embassy of Morocco (Sweden)

Embassy of Mozambique (Sweden)

Embassy of Namibia (Sweden)

Embassy of Nepal (Denmark)

Embassy of The Nederland's (Norway)

Embassy of Norway (Sweden)

Embassy of New Zealand (Belgium)

Embassy of Nicaragua (Sweden)

Embassy of Niger (Germany)

Embassy of Nigeria (Sweden)

Embassy of the Sultanate of Oman (Germany)

Embassy of Pakistan (Sweden)

Embassy of Paraguay (UK)

Embassy of Peru (Sweden)

Embassy of The Philippines (Norway)

Embassy of Poland (Sweden)

Embassy of Portugal (Sweden)

Embassy of Qatar (Sweden)

Embassy of Romania (Sweden)

Embassy of the Republic of Rwanda (Sweden)

Embassy of Senegal (The Nederland's)

Embassy of Serbia (Sweden)

Embassy of Sierra Leone (UK)

Embassy of Singapore (Singapore)

Embassy of Slovakia (Sweden)

Embassy of Slovenia (Denmark)

Embassy of South Africa (Sweden)

Embassy of Spain (Sweden)

Embassy of Sri Lanka (Sweden)

Embassy of the Republic of the Sudan (Sweden)

Embassy of Swaziland (UK)

Embassy of Switzerland (Sweden)

Embassy of Syria (Sweden)

Embassy of Tajikistan (Tajikistan)

Embassy of Tanzania (Sweden)

Embassy of Thailand (Sweden)

Embassy of Togo (Germany)

Embassy of Trinidad and Tobago (UK)

Embassy of Tunisia (Sweden)

Embassy of Turkey (Sweden)

Embassy of Turkmenistan (Turkmenistan)

Embassy of Uganda (Denmark)

Embassy of Ukraine (Sweden)

Embassy of the United Arab Emirates (Sweden)

Embassy of the United Kingdom (Sweden)

Embassy of the United States (Sweden)

Embassy of Uruguay (Sweden)

Embassy of Venezuela (Sweden)

Embassy of Vietnam (Sweden)

Embassy of Yemen (The Nederland's)

Embassy of Zambia (Sweden)

Embassy of Zimbabwe (Sweden)

\* Former Yugoslav Republic of Macedonia (FYROM)

Permanent Mission of Sweden to the UN, New York,  
USA

SWE NMR for distribution to SHAPE and other PLT and NMR

Distribution via E-mail to: [jarl.franzen@gov.org](mailto:jarl.franzen@gov.org)

(For courses announced in ePRIME).

Partner Nation Liaison Representative (PNLR)

NATO HQ SACT

Distribution via E-mail: [ulf.landgren@act.nato.int](mailto:ulf.landgren@act.nato.int)

## Info

Ministry of Foreign Affairs, Sweden

Ministry of Defence, Sweden

Swedish Armed Forces HQ



Military Academy Karlberg (MHS K)

Norrbottnen regiment (I 19)  
Life Regiment Hussars (K 3)  
Skaraborg Regiment (P 4)  
South Skåne Regiment (P 7)  
Artillery Regiment (A 9)  
Air Defence Regiment (Lv 6)  
Göta Engineers (Ing 2)  
Armed Forces Command and Control Regiment (LedR)  
Logistic Regiment (TrängR)  
1st Submarine Flotilla (1. ubflj)  
3<sup>rd</sup> Naval Warfare Flotilla (3. sjöstriflj)  
4<sup>th</sup> Naval Warfare Flotilla (4. sjöstriflj)  
1<sup>st</sup> Marine Regiment (Amf 1)  
Naval Base (Marin B)  
Skaraborg Wing (F 7)  
Blekinge Wing (F 17)  
Norrbottnen Wing (F 21)  
Armed Forces Helicopter Wing (Hkpflj)  
Armed Forces Logistic (FMLOG)  
Armed Forces Network and Telecommunications Unit (FMTM)  
Military Academy Karlberg (MHS K)  
Military Academy Halmstad (MHS H)  
Land Warfare Centre (MSS)  
Naval Warfare Centre (SSS)  
Air Combat Training School (LSS)  
The National Home Guard Combat School (HvSS)  
The Armed Forces Technical School (FMTS)  
Swedish EOD and Demining Centre (Swedec)  
National CBRN Defence Centre (SkyddC)  
Armed Forces Intelligence and Security Centre (FMUndSäkC)  
Armed Forces HR-Centre (FMHRC)  
Armed Forces Centre for Defence Medicine (FömedC)

Attn: - Defence Staff  
International Relations Section  
LEDS INRI IR

Attn: - COS Operations, J1-J9,  
LCC, ACC, MCC

Attn: - Armed Forces Training &  
Development Staff  
Management Department  
(PROD GEN))

Attn: - Recruitment, Training & Evaluation  
Department  
(PROD UTB)

Attn: - Gisela Nilsson FMUE (ePRIME)

## Internal Life Guards

G 1 Life Guards

International Training Unit Life Guards

## Internal SWEDINT

CO Nordic Centre for Gender in Military Operations  
OC STALOG  
OC CAPDEV  
OC NED  
OC UNDEP  
OC GMO