



## Mailing list

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SWEDINT/NCGM Seminar Director  
Commander (N) Poul Martin Linnet  
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**ANNOUNCEMENT**  
**to apply to Commanding Officers Seminar**  
**on Gender in Military Operations 29 November – 01**  
**December 2016 at SWEDINT/NCGM, Sweden**  
(2 enclosures)

**Answer before**  
**2016-10-26**

## 1. BACKGROUND

In January 2012, the Nordic Centre for Gender in Military Operations (NCGM) at SWEDINT was inaugurated in order to create a platform for knowledge and experience regarding gender perspectives in military operations. One year after its opening, the Centre was appointed Department Head for all NATO-led curricula concerning gender education and training and is now one of the leading centres regarding gender education and training in military operations. NCGM annually arranges several courses and conducts seminars for key leaders and commanding officers at SWEDINT/NCGM.

This winter SWEDINT/NCGM will host a three day seminar for participants who are to be deployed as Commanding Officers, Chiefs of Staff or Branch Heads at a J-level or equivalent military and civilian positions.

## 2. SEMINAR PURPOSE

The Commanding Officers Seminar focuses on how commanding officers, chief of staff's and branch heads can integrate gender perspective into military operations on operational and tactical level.

(CHM)

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Livgardet  
SE-196 85 Kungsängen  
SWEDEN

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Granhammar

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+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](http://www.forsvarsmakten.se/livgardet)

The seminar provides the participants with a background of framework and guidelines regulating gender in military operations. The seminar also gives practical examples of how a gender advisor and gender focal point functions can assist the Commander. The seminar highlights how an integrated gender perspective can increase the operational effect and contribute to fulfilling the mission's objectives.

### **3. EXECUTION**

#### **a. Concept of the Seminar**

The Commanding Officer Seminar will be conducted on the 29<sup>th</sup> November – 1<sup>st</sup> December 2016.

The seminar will begin at 12.00 on Tuesday the 29<sup>th</sup> November and end at 14.00 on Thursday the 1<sup>st</sup> December.

The seminar will be conducted at SWEDINT/NCGM in Kungsängen at the Life Guard Regiment about 35 km northwest from Stockholm.

#### **b. Methodology**

The seminar will consist of lectures, round table and panel discussions, facilitated discussions in a seminar format, case studies in syndicates and individual tasks.

Seminars will be conducted in interactive way and every participant is requested to take part in discussions and to share expectations and experiences.

#### **c. Overall Aim**

The aim of the seminar is to provide participants with knowledge and tools of how to integrate a gender perspective in military operations and through a gender comprehensive approach reach out to the entire population in the area of operations. Additionally the seminar will provide the participants with knowledge of the international guidelines concerning United Nations Security Council's Resolutions on Women, Peace and Security (UNSC WPS Resolutions) and the NATO Bi Strategic Command Directive 40-1 on Integrating UNSCR 1325 and Gender Perspective into the NATO Command Structure. Furthermore the seminar will provide practical examples how gender functions can assist commanders and staff.

#### **d. Learning Objectives**

After completing the seminar, the participants will be able to integrate gender perspective into military operations on operational and tactical level in the position as a commanding officer, chief of staff or head of branch (at J level) in area of operations by using assistance provided by gender advisor and/or gender focal point.

#### **e. Participant Criteria**

Rank: OF4-OF6 or civilian equivalent.

English in accordance with STANAG 6001, listening (3), writing (2), reading (2), speaking (3).

#### **f. Security clearance**

Security clearance is not required since the seminar will be UNCLASSIFIED.

### **4. ADMINISTRATION**

#### **a. Point of Contact (POC)**

##### ***Seminar Director***

Commander (N) Poul Martin Linnet

Phone: +46 73 427 27 04

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

##### ***Logistics - Seminar Adjutant***

1. Lt. Ronny Lindqvist

Phone: +46 70 693 27 92

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

##### ***Administration - Seminar Coordinator***

MS Paula Hedqvist

Phone: +46 70 956 41 31

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

#### **b. Request for visit**

All non-Swedish visitors, with the exception of visitors from countries within NORDEFECO, have to fill out the Request for visit (RFV). The form will be attached to the Letter of Admission.

It has to be registered 21 days prior to the visit. If you have any questions regarding this document, please send an e-mail to [swaf-diplo@mil.se](mailto:swaf-diplo@mil.se).

If you represent a government agency (e.g. the Armed Forces, the Police) you must send the RFV to your defense attaché accredited to Sweden (or Embassy in Sweden).

If you represent an organization other than governmental (e.g. NATO, The UN, The Red Cross) you must send the RFV to the Swedish Supreme Commander's Protocol Department via e-mail to [swaf-diplo@mil.se](mailto:swaf-diplo@mil.se) and [swedint@mil.se](mailto:swedint@mil.se)

**PLEASE** be aware that your RFV must have reached the Swedish Armed Forces HQ Protocol **21 days before** arrival in Sweden.

#### **c. Seminar fee**

The seminar fee is 3.000 SEK. This covers board and lodging, and airport transfer from and to Arlanda/Bromma Airport in Stockholm, Sweden.

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

#### **d. Transportation**

Seminar participants will be provided with transfer to and from Arlanda/ Bromma Airport and SWEDINT at the Royal Lifeguard regiment in Kungsängen. All travel arrangements are to be coordinated with the seminar adjutant via the Transport Request form. The form will be attached to the Letter of Admission.

#### **e. Accommodation**

Single room accommodation will be provided for participants at the Royal Life Guards student hotel.

Free WIFI is available at the student hotel. Bring your own device as no PC will be provided during the seminar.

#### **f. Dress code**

Military participants wear their service dress during the seminar. During the Ice-breaker service dress or civilian casual and jacket and tie for dinner (civilian or military).

Civilian participants: suit during seminar and ice-breaker and jacket and tie at the seminar dinner.

#### **g. Food and Dinner**

All meals (breakfast, lunch and dinner) are supplied by SWEDINT and served in the Dining Hall. The Nordic Centre for Gender in Military Operations will host an Ice-breaker on the evening of 29<sup>th</sup> November and a seminar dinner on the 30<sup>th</sup> November.

Any special requirements regarding food, allergies or other information that would be of importance, should be included in your application.

#### **h. Miscellaneous**

Please visit SWEDINT/NCGM webpage if you want to have further information regarding SWEDINT/NCGM location, facilities and activities, [www.mil.se/swedint](http://www.mil.se/swedint).

## 5. NOTIFICATION FOR ATTENDANCE

### a. Last date for application

All participants must send their application for attendance to [swedint@mil.se](mailto:swedint@mil.se) no later than the 26<sup>th</sup> October 2016; along with CV.

Writable CV forms can be found on the homepage, [www.mil.se/swedint](http://www.mil.se/swedint).

### b. Letter of Admission

If admitted to the seminar the POC/participant will receive a letter of admission, indicating further details regarding the seminar. A copy of the letter will also be sent to your nation's embassy in Sweden as well as to the Swedish embassy in the applying nation.

### c. Address for application

***Mail:***

LG/SWEDINT  
Course Admin office  
19685 Kungsängen  
SWEDEN

***FAX:*** +46 8 584 526 20

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

**Fredriksson, Peter**

CO SWEDINT

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