



Address list

Your reference

Your date

Your designation

Our reference

Our previous date

Our previous designation

SWEDINT

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**INVITATION to apply for UNITED NATIONS STAFF  
OFFICER COURSE (UNSOC) at SWEDINT  
Swedish Armed Forces International Centre**  
(# enclosures and # subenclosures)

## 1. Course purpose

The overall purpose of the UNSOC is to support the pre-deployment training efforts of troop Contributing Countries (TCC) by providing UNDPKO standards training and thus ensure a common military approach to work at Force- and Sector level Headquarters in UN peace keeping missions.

The course complies with the United Nations Staff Officers Special Training Materials (SO STM).

## 2. Course iterations

Planned courses during 2017 are:

- UNSOC I 24 April – 12 May
- UNSOC II 13 November – 1 December

### **3. Target Audience**

The UNSOC is intended for military personnel selected by UN Member States to be deployed as military staff officers in a UN Peacekeeping operation (OF 2-5 with national staff training). Military staff officers are required to have completed their national basic military staff course.

### **4. Learning objectives**

After the course, the student will be able to:

- Given the relevant documents and materials, as a staff officer apply the Military Component Planning Process (MCP) in a UN Force- or Sector Headquarter under normal operating conditions.
- Given the relevant documents and materials, explain in own words the need for cooperation between the military, civilian organisations or actors and police in the mission area.
- Given the relevant documents and materials, identify the planning requirements for preparation of plans for military operations contributing to protection of civilians.

### **5. Method**

UNSOC is a three week course, consisting of lectures /syndicate discussions and map exercise partly together with UNITED NATIONS CIVILIAN STAFF OFFICER COURSE (UNCIVSOC) and UN Police role players. During a final Integrated Staff Exercise (INTEX), coordination and cooperation among different branches within the headquarters and with other partners in a multidimensional/integrated mission will be practised by the students in a Force- or Sector Headquarters.

### **6. References**

- Core Pre-deployment training materials, CPTM. (UN Peacekeeping resources hub).
- United Nations Specialised Training Materials for Staff Officers module 1-8, SO STM. (UN Peacekeeping Resource HUB).
- Protection of civilians: Implementing guidelines for military components of UN peacekeeping Missions, UN Guidelines (February 2015).

### **7. Student assessment**

The participants will be assessed based on three activities: During the course participants are required to answer “UNSOC midcourse test” covering mainly CPTM and SO STM topics. Secondly participants are required to take active part in a syndicate seminar covering CPTM and SO STM topics. Finally participants are required to take an active part as a staff officer in the INTEX. Based on the combined results participants are then assessed and graduated

either with “Successfully completed” or “Participated”. A course certificate will be presented at the end of the course.

“Take active part” means asking questions, presenting a stand point in debates and showing a willingness to explain it to fellow students and instructors.

## **8. Language proficiency**

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

Listening Good (3), Speaking Fair (2), Reading Good (3), Writing Fair (2).

Language testing is a national responsibility.

No additional training or translation will be provided.

## **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 you will be asked to provide personal data. In doing so you are also giving your consent to the processing and storing of your personal data for official use at SWEDINT. You will also be expected to clearly state to SWEDINT staff if you have any objections against appearing on course photos or have your data in course address lists etc.

## **12. Administration**

### **a. Student Application**

Student applications should be sent to SWEDINT NLT

- UNSOC I 27 February, 2017.
- UNSOC II 22 September, 2017.

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<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.

- Nominations received later will however be considered, if space is available. The application form and personal CV will be found at: [www.mil.se/swedint](http://www.mil.se/swedint). *The application form, authorized and signed by the national authority/POC, has to be sent together with the CV to SWEDINT via e-mail, mail or fax.*

#### **b. Important information to national administrators etc:**

It is important that the invitation itself reaches the student intended to participate in the course since it contains information that he/she needs in the application process.

#### **c. Internet access before the course**

Prior to joining the course at SWEDINT students will need access to internet in order to access documents that SWEDINT provides on its web page before the course starts, such as course curriculum, schedule, welcome letter, application form etc.

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

In the application form the student should report a national point of contact (POC). The POC should be the Commander/ Branch that approves the application.

#### **e. Student selection**

If a nation has more students applying than slots available on the course, it is up to the applying nation to prioritize among its nominees. If this is not done, SWEDINT will select the students it deems most qualified.

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

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

SWEDINT places high demands 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 these simple rules SWEDINT reserves the right to exclude the student from the course leading to immediate repatriation.

#### **g. Course fees**

The course fee is 18000 SEK per student. This includes board and lodging, and transfer from and to Arlanda/Bromma Airport in Stockholm/Sweden.

Information concerning payment and whether your nominee has been admitted to the course or not will be sent to you as soon as the procedure regarding applications is finalized, 4-6 weeks prior to the course start.

Regarding subsidies please see next section.

NORDEFCO students pay according to each nation's administrative regulations and according to the NORDEFCO agreement.

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 of foreign affairs (MFA). It is important that the student fills in if he/she is applying for a subsidized course seat. If the subsidy box is not checked in the application form SWEDINT will assume that no subsidies are required.

Information about whether subsidy is granted or not 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. Students may also be accommodated in nearby hotels outside the regiment. In that case transportation will be arranged by SWEDINT.

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

Students have to bring their best uniform, daily dress, clothes for PT as well civilian clothes for Swedish spring, summer or winter conditions depending on the course. Self-service laundry facilities are available within the student's hotel.

## 13. CONTACT AND APPLICATION

### a. POC

#### ***Administration***

Course Admin Office  
+46 8 584 526 22/24

#### ***Logistics***

Course Adjutant  
+46 8 584 526 33

#### ***Other questions***

Course Director  
Major Raul Arbinus.  
Phone: +46 8 584 526 58  
Mobile: +46 73 430 15 28  
E-Mail: [raul.arbinus@mil.se](mailto:raul.arbinus@mil.se)

### b. Application procedure

The application form can be found on the Internet at [www.mil.se/swedint](http://www.mil.se/swedint).

Click on **Courses at SWEDINT and How to apply** and then look for Application form and CV under Related Documents. 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 starts whether or not 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 of the course, and how to retrieve the pre-course info for the specific course 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. Application address

Address to be used for Student Applications is as follows:

LG/SWEDINT  
Course Admin office  
196 85 Kungsängen  
SWEDEN  
Or using FAX: +46 8 584 526 20

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

Klicka här för att ange befattning.

### 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 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)  
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Embassy of Iraq (Sweden)  
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Embassy of Algeria (Sweden)  
Embassy of Angola (Sweden)  
Embassy of Argentina (Sweden)  
Embassy of Armenia (Armenia)  
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Embassy of Belgium (Sweden)  
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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)  
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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 the Democratic Republic of Congo (Sweden)

Embassy of Lithuania (Sweden)  
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Embassy of Macedonia\* (Sweden)  
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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 (The Nederland's)  
Embassy of Romania (Sweden)  
Embassy of the Republic of Rwanda (UK)

\* Former Yugoslav Republic of Macedonia (FYROM)

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 Senegal (The Nederland's)  
Embassy of Serbia (Sweden)  
Embassy of Sierra Leone (UK)  
Embassy of Singapore (Singapore)  
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Embassy of Ukraine (Sweden)  
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Permanent Mission of Sweden to the UN, New York,  
USA

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Info

Ministry of Foreign Affairs, Sweden  
Ministry of Defence, Sweden  
Swedish Armed Forces HQ

Attn: - Defence Staff  
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LEDS INRI IR  
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Attn: - Armed Forces Training &  
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(PROD GEN))  
Attn: - Recruitment, Training & Evaluation  
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(PROD UTB)  
Attn: - Gisela Nilsson FMUE (ePRIME)

Military Academy Karlberg (MHS K)

Norrbotten 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)  
Norrbotten 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)

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