



## Mailinglist

Your reference

Your date

Your designation

Our reference

Our previous date

Our previous designation

SWEDINT/NCGM Seminar Director  
 Commander (N) Poul Martin Linnet  
 Phone +46 73 427 27 04

**ANNOUNCEMENT**

**to apply to Commanding Officers Seminar  
 on Gender in Military Operations 05 – 07 December 2017  
 at SWEDINT/NCGM, Sweden**  
 (2 enclosures)

**Reply before  
 30-10-17**

**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 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.

(KHA)

Mailing Address  
 Livgardet  
 SE-196 85 Kungsängen  
 SWEDEN

Visiting Address  
 Granhammar

Telephone  
 +46 8 584 540 00

Fax  
 +46 8 584 540 80

E-mail, Internet  
 exp-lg@mil.se  
 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 integrating a gender perspective can increase the operational effect and contribute to fulfilling mission objectives.

### **3. EXECUTION**

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

The Commanding Officer Seminar will be conducted on the 5<sup>th</sup> – 7<sup>th</sup> December 2017.

The seminar will begin at 12.00 on Tuesday the 5<sup>th</sup> December and end at 14.00 on Thursday the 7<sup>th</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.

It 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. Additionally the seminar will provide the participants with knowledge of the international framework, United Nations Security Council's Resolutions on Women, Peace and Security, 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 utilizing the gender advisor and/or gender focal point.

**e. Participant Criteria**

Rank: OF4-OF6 or civilian equivalent.

English in accordance with STANAG 6001,  
Listening: Professional (3), Speaking: Functional (2), Reading: Professional (3),  
Writing: Functional (2)

**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

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

***Administration - Seminar Coordinator***

MS Annelie Fagerberg

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

**b. Request for visit**

All non-Swedish visitors, with the exception of visitors from countries within NORDEFCO, 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 defence 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 and closing dinner military participants wear civilian smart casual. Civilian participants wear jacket during the seminar and civilian smart casual during ice-breaker and closing 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 5<sup>th</sup> December and a seminar dinner on the 7<sup>th</sup> December.

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.forsvarsmakten.se/en/swedint](http://www.forsvarsmakten.se/en/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 30<sup>th</sup> October 2017 including CV.

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

**Berglund, Lars**

CO NCGM

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



## **Mailing List**

Defence Command Denmark, 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

Supreme Allied Commander Transformation/SACT (United States)  
Supreme Headquarters Allied Powers Europe/SHAPE (Belgium)  
Joint Force Command/JFC Brunssum (Belgium)  
Joint Force Command/JFC Naples (Italy)  
Joint Force Training Centre/JFTC (Poland)  
Joint Warfare Centre/JWC (Norway)

## **NATO Nations**

Embassy of Albania (Sweden)  
Embassy of Belgium (Sweden)  
Embassy of Bulgaria (Sweden)  
Embassy of Canada (Sweden)  
Embassy of Croatia (Sweden)  
Embassy of the Czech Republic (Sweden)  
Embassy of Denmark (Sweden)  
Embassy of Estonia (Sweden)  
Embassy of France (Sweden)  
Embassy of Germany (Sweden)  
Embassy of Greece (Sweden)  
Embassy of Hungary (Sweden)  
Embassy of Iceland (Sweden)  
Embassy of Italy (Sweden)  
Embassy of Latvia (Sweden)  
Embassy of Lithuania (Sweden)  
Embassy of Luxembourg (Denmark)  
Embassy of Montenegro (Montenegro)  
Embassy of The Nederland's (Norway)  
Embassy of Norway (Sweden)  
Embassy of Poland (Sweden)  
Embassy of Portugal (Sweden)  
Embassy of Romania (Sweden)  
Embassy of Slovakia (Sweden)  
Embassy of Slovenia (Sweden)  
Embassy of Spain (Sweden)  
Embassy of Turkey (Sweden)  
Embassy of the United Kingdom (Sweden)  
Embassy of the United States (Sweden)



## EAPC- and PfP-Partner Nations

Embassy of Armenia (Armenia)  
Embassy of Austria (Sweden)  
Embassy of Azerbaijan (United Kingdom)  
Embassy of Belarus (Sweden)  
Embassy of Bosnia-Herzegovina (Sweden)  
Embassy of Finland (Sweden)  
Embassy of Georgia (Sweden)  
Embassy of Ireland (Sweden)  
Embassy of Kazakhstan (United Kingdom)  
Embassy of Kyrgyzstan (Germany)  
Embassy of Macedonia\* (Sweden)  
Embassy of Moldova (Germany)  
Embassy of Serbia (Sweden)  
Embassy of Switzerland (Sweden)  
Embassy of Tajikistan (Tajikistan)  
Embassy of Turkmenistan (Turkmenistan)  
Embassy of Ukraine (Sweden)

\* Former Yugoslav Republic of Macedonia (FYROM)

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

SWE PLT for distribution to SHAPE and other PLT and NMRs.  
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

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

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)



Military Academy Karlberg (MHS K)

Norrbottn 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)  
Norrbottn 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