



Your reference

Your date

Your designation

Our reference

Our previous date

Our previous designation

NCGM Course Director
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**Announcement to apply for Gender Training of the
 Trainers Course 30 May- 8 June 2018 at Nordic Centre for
 Gender in Military Operations**

**Reply before
 28-03-18**

1. Background

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

The GToT 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 200.

2. Course Purpose

The course enables trainers to successfully plan and conduct education, training and exercises with an integrated gender perspective within own functional area of expertise. The course provides the students with a background of frameworks and guidelines regulating gender in military operations and provides participants with practical examples and best practices of how to teach on gender in the military.

(RBL)

Mailing Address	Visiting Address	Telephone	Fax	E-mail, Internet
Livgardet SE-196 85 Kungsängen SWEDEN	Granhammar	+46 8 584 540 00	+46 8 584 540 80	exp-lg@mil.se www.forsvarsmakten.se/livgardet



3. Target Audience

The Gender Training of Trainers course is directed towards active trainers, instructors and teachers of military units and officers from defence or security structures, or civilian equivalents.

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

- Officers/Civil servants on ranks level OF 1-4, OR 5-9 or civilian equivalents.
- Works currently as a trainer/instructor/teacher or has worked as a trainer/instructor/teacher and has pedagogical and training skills.
- A good solid knowledge of the organisation in which the participant is predestined to work (security sector or humanitarian sector).
- With knowledge of work in multinational staff or knowledge and experience from a military/police/rescue/civil operations or missions.

4. Learning objectives

After completion of the GToT course students will be able to:

- Apply international framework and background of gender perspective.
- Plan education, training and exercises with an applied gender perspective for the security sector, including pre-deployment, in theatre-, and national training.
- Conduct education, training and exercises with an applied gender perspective for the security sector, including pre-deployment, in theatre-, and national training.
- Evaluate education, training and exercises with an applied gender perspective for the security sector, including pre-deployment, in theatre-, and national training.

5. Method

The course will be conducted during 10 days. The course starts Wednesday 30 May and ends Friday 08 June 2018. Expect the weekend to include work.

The course consists of lectures, facilitated discussions, practical exercises, case studies solved in syndicates and individual tasks. The course will be interactive and every student is expected to take an active part in all modules and share own experiences of working as a trainer.

6. References

ADL169 "Improving Operational Effectiveness by Integrating Gender Perspective"
DCAF Handbook "Teaching Gender in the Military"
Bi SC Directive 40-1 (rev 1) "Integrating UNSCR 1325 and Gender Perspective into the NATO Command Structure"
ACO Gender Functional Planning Guide



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. The course has an exam (final summative assessment) where students are expected to demonstrate the ability to advice on how to integrate gender perspective. A course certificate with the grades “Successfully completed” or “Participated” will be presented to the participants.

Students need to be able to;

- identify learning outcomes for each target audience
- conduct Target Audience Analysis
- select realistic and assessable learning outcomes
- implement gender perspective
- create lesson plans
- apply active learning methods.

8. Language proficiency

Students must be in command of English as described in NATO standardization agreement (STANAG) 60011:

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.

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 and NCGM 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 and NCGM. The student if admitted must **clearly state** to SWEDINT and NCGM staff during the residential course if the student has any objections against appearing on course photos or having data in course address lists etc.

1. Administration

a. Student Application

Student applications should be sent **NLT 28 March 2018. 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.

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 and NCGM students will need access to internet in order to access documents that SWEDINT and NCGM provides on its web page before the residential course begins, such as 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 not to delay the selection process. If it is not done, 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 and 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 and NCGM. In case of violations of the code of conduct SWEDINT and NCGM 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 and NCGM or by invoice prepared 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 and 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 and NCGM 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 and NCGM.

j. Dress code

Military participants have to bring their Working dress or Battle dress uniform (BDU) are worn during 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.

All students will wear jacket & tie or equivalent for the closing ceremony and course dinner.



2. CONTACT AND APPLICATION

a. POC

Course Director

Lieutenant Anu Käär
Phone: +46 708 361 274
Email: swedint@mil.se

Logistics - Course Adjutant

1/LT Richard Guvenius
Email: swedint@mil.se

Administration

MS Annelie Fagerberg
Email: 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. Look for writable application form and writable student CV under Documents right side on the page.

When the application form and CV has been completed, authorized and signed by the national authority/POC, it should be sent to SWEDINT and NCGM. 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 and NCGM 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 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 Försvarmaktens elektroniska dokument- och ärendehanteringssystem.

Mailing List

HKV

LG, I 19, K 3, P 4, P 7, A 9, Lv 6, Ing 2, LedR, TrängR,
1. ubflj, 3. sjöstriflj, 4. sjöstriflj, Amf 1, MarinB,
F 7, F 17, F 21, Hkpfjlj,
FMLOG, FMTIS, SOG,
MHS K, MHS H, MSS, SSS, LSS, HvSS, FMTS, SWEDEC, SkyddC,
FMUndSäkC,
FM HRC, FömedC

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

Embassy of Costa Rica (Norway)
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Embassy of Romania (Sweden)
Embassy of the Republic of Rwanda (Sweden)

* Former Yugoslav Republic of Macedonia (FYROM)

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Embassy of Laos (Sweden)
Embassy of Latvia (Sweden)
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Embassy of Libya (Sweden)

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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

Info

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