



Kallelse

Date
04-02-19

Designation
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Mailing list

Your reference

Your date

Your designation

Our reference

Our previous date

Our previous designation

NCGM Course Director
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**Reply before
03-04-19**

Announcement to apply for Gender Training of Trainers Course 29 May - 7 June 2019 at Nordic Centre for Gender in Military Operations

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.

The Gender Training of Trainers (GToT) course is developed in accordance with NATO Global Programming to meet NATO operational requirements. The depth of knowledge for the GToT 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. It provides the students with international frameworks and guidelines regulating gender in military operations and provides participants with practical examples and best practices on how to teach gender in the military.

(JWI)

Mailing Address

Visiting Address

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E-mail, Internet

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+46 8 584 540 00

+46 8 584 540 80

exp-ig@mil.se

SE-196 85 Kungsängen

www.forsvarsmakten.se/livgardet

SWEDEN

3. Target Audience

The GToT course is directed towards active trainers, instructors and teachers from military and security structures or civilian equivalents.

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

- Military personnel with rank 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, conduct and 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 29 May and ends Friday 07 June 2019. 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

- A. ADL169 "Improving Operational Effectiveness by Integrating Gender Perspective".
- B. DCAF Handbook "Teaching Gender in the Military".
- C. Bi-Strategic Command Directive (BI-SCD) 040-001 (Public Version), dated 17 October 2017.
- D. ACO Gender Functional Planning Guide, dated 24 July 2015.

- E. 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 includes a final summative assessment in the form of an individual exam (written and oral part) where students are expected to demonstrate the ability 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

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

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. NCGM training and information management relies heavily on our computer information system

10. Security classification

The content of this course is: UNCLASSIFIED

¹ STANAG 6001 can be found at www.natobilc.org. NCGM acknowledges that this standard may not apply to non-NATO states. It is however a reasonably good way of describing language skills.



11. NCGM policy on personal data

In order to get a seat on a course at 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 NCGM. The student if admitted must clearly state to 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.

12. Administration

12.1. Student Application

Student applications should be sent NLT 03 April 2019. Applications received later will only be considered, if space is available. The application form and personal CV can be found at: www.mil.se/ncgm
The application form, authorized and signed by the national authority/POC, has to be sent together with the CV NCGM via e-mail or fax.

12.2. 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.

12.3. Internet access before the course

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

12.4. 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.



12.5. 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.

12.6. Code of Conduct

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

12.7. 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 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.

Nordic Defence Cooperation (NORDEFECO) students pay according to each nation's administrative regulations and according to the NORDEFECO 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.



12.8. 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 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.

12.9. Accommodation

Single room accommodation is arranged for all course participants through 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 NCGM.

12.10. Dress code

Military participants are required to wear their uniform during the course. This would be your Battle dress uniform (BDU)/equivalent. 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 the course. All students will wear jacket & tie or equivalent for the closing ceremony and course dinner.

13. Contact and application

13.1. POC

Administration Office
Ms Ingrid Forss
Phone: +46 8 584 526 25
Email: swedint@mil.se



13.2. Application procedure

The application form can be found on the Internet at www.mil.se/ncgm.

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@mil.se. The course administration 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 administration 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 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.

13.3. 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/NCGM
Course Admin office
196 85 Kungsängen
SWEDEN

Andreassen, Birgith

OIC Education & Training Dep.

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

NATO HQ IMS (Belgium)
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)

Col Jarl Franzen, SWE NMR to ACO
nnswedenshapepnmr@shape.nato.int

Partner Nation Liaison Representative (PNLR), NATO HQ SACT
ulf.landgren@act.nato.int

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 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 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 Iceland (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 Senegal (the Netherlands)
Embassy of Serbia (Sweden)
Embassy of Sierra Leone (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 Netherlands (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 (the Netherlands)
Embassy of Romania (Sweden)
Embassy of the Republic of Rwanda (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 Netherlands)
 Embassy of Zambia (Sweden)
 Permanent Mission of Sweden to the UN (New York, US)

Info

Ministry of Foreign Affairs, Sweden
 Ministry of Defence, Sweden

Swedish Armed Forces HQ:

- Defence Staff, International Relations Section, LEDS INRI IR
- COS Operations, J1-J9, LCC, ACC, MCC
- Armed Forces Training & Development Staff, Management Department (PROD GEN)
- Recruitment, Training & Evaluation, Department, (PROD UTB)

Military Academy Karlberg (MHS K) - Gisela Nilsson FMUE (ePRIME)



Gender Advisor LEDS
Gender Advisor PROD
Gender Advisor INSS

Matilda Lidström Dougnac
Mikael Wallentin Åström
Pontus Weström

Norrbottnen regiment (I 19)
Life Regiment Hussars (K 3)
Skaraborg Regiment (P 4)
South Skåne Regiment (P 7)
Gotland Regiment (P18)
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)
3rd Naval Warfare Flotilla (3. sjöstriflj)
4th Naval Warfare Flotilla (4. sjöstriflj)
1st 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 (FMTIS)
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 (FMST)
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 SWEDINT

