



Address list

Your reference

Your date

Your designation

Our reference

Our previous date

Our previous designation

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**INVITATION to apply for NATO/Partnership  
Multinational Tactical Planning Course 2016  
at SWEDINT Training Centre, SWEDEN**

## 1. General

Swedish Armed Forces International Centre (SWEDINT) conducts several courses each year for personnel bound for Peace Support Operations (PSO). Categories include staff officers, observers/monitors, civil servants and civilian police. SWEDINT is a NATO Partnership Training and Education Centre (PTEC) and received Quality Assurance Unconditional Accreditation from NATO (ACT) 19th of February 2014 as the first PTEC ever. The MTPC is conducted under the auspices of Nordic Defence Cooperation (NORDEFECO) giving reserved slots to Denmark, Finland, Norway and Sweden.

The NATO/Partnership Multinational Tactical Planning Course (MTPC) is planned for two iterations a year. The timings for the 2016 courses are:

- **MTPC 1-2016**    **01 February - 19 February**
- **MTPC 2-2016**    **05 September - 23 September**

## 2. Course purpose

The purpose of the course is to familiarize and prepare nationally trained Staff Officers from NATO and partner countries with NATO planning procedures for PSO in order to enable

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SWEDEN

them to work as a planner within, or towards a NATO led multinational headquarter on tactical level.

### **3. Target Audience**

The primary target audience is military staff officers (OF 2-5) who will or are appointed to positions in a multinational Headquarter. Warrant officers, Civilian staff officer equivalents as well as representatives from IO/NGO are eligible for nomination. Officers appointed to national staffs are welcome to apply for the course.

### **4. Learning objectives**

After a completed course the student will be able to:

- Given a failed state scenario and the references, apply the Operations Planning Process (OPP) based on the Comprehensive Operations Planning Directive (COPD).
- Given a background explanation to culture, cultural differences, actors and analysis of a variety of conflicts explain the nature of modern conflicts.
- Given the references, apply NATO Doctrines into the OPP in the staff work exercises.
- Given a generic brigade structure, explain the brigade organization, capabilities and basic tactics.

### **5. Method**

MTPC consists of two main building blocks; General Orientation followed by practicing of the Operations Planning Process (OPP). The General Orientation part will give the students the basic knowledge on three main topics; (1) The nature of modern conflicts, (2) The NATO Command Structure (NCS), the NATO Force Structure (NFS) and relevant NATO Doctrines, (3) Brigade organization, capabilities and tactics. These three topics will build the fundament for the execution of the second block, Practice the OPP, which is the main focus during the course. Practice the OPP, including Intelligence Preparation of the Operational Environment (IPOE) / Comprehensive Preparation of Operational Environment (CPOE), contains three MAPEXes. The first one (MAPEX 1) consist of multiple lectures combined with syndicate work describing the planning procedures in detail. Conducting MAPEX 2 and 3, students will be in lead practicing the OPP.

### **6. References**

Comprehensive Operations Planning Directive (COPD).  
NATO STANAGs, AJP, ATP, APP, ACO/ACT directives.

## 7. Student assessment

An examination at SWEDINT courses is implemented in order to measure the students' progress during the course and ensure that the students have reached the specified learning objectives. The examination will focus on the students ability to understand and apply acquired knowledge during the course, and consists of two (2) different tests. The students have to pass one (1) of them to achieve the grade "Successfully completed".

## 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 NATO 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 04 December 2015 for MTPC 1-2016 and NLT 05 August 2016 for MTPC 2-2016**. Nominations received later will however be considered, if space is available. The application form and personal CV will

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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 does not apply to non-NATO states. It is however a reasonably good way of describing language skills.

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 behaviour 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 student's 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 fee**

The course fee is SEK 18.000 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.

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.

#### **h. Subsidies**

Subsidized student slots are available upon special 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 fill 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 situated within the garrison. 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 Battle dress uniform, civilian clothes for social events (casual) as well as clothes for PT. Laundry facilities are available within the students hotel.

#### **k. Pre-reading documents**

It is crucial for the student and the course outcome to read the Pre-reading package (Scenario Handbook etc.) in advance. SWEDINT encourage the sending nations to give the admitted students a minimum of 8 hrs preparation time prior to arrival at SWEDINT.

#### **l. International Students Party**

To give the students the opportunity to present their Country, a "Students Party" will be organized in the education facility on Friday evening the first week. Students are invited to bring a little of their national specialties (food and/or drink) and share them with their colleagues. Cutlery, glasses and a chilled storage will be provided.

## 13. Contact and application

### a. POC

#### *Administration*

Course Admin Office

+46 8 584 526 22/23/24/32

#### *Logistic*

Course Adjutant

+46 8 584 526 33, +46 8 584 547 64 and +46 8 584 543 04

#### *Other questions*

Course Director

OF-4 Björn Iver Soleim

Phone: +46 8 584 526 42

Mobile: +46 733 247 472

E-Mail: [bjorn.i.soleim@mil.se](mailto:bjorn.i.soleim@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 reply that they have received the application. This reply does not mean that the student has a place at the course, only 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 PfP Training Centre  
Course Admin office  
196 85 Kungsängen  
SWEDEN

Or using FAX: +46 8 584 526 20

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

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