|  |  |  |  |
| --- | --- | --- | --- |
| Address list |  | | |
| Your reference | | Your date | Your designation |
|  | |  |  |
| Our reference | | Our previous date | Our previous designation |
| Magnus Glifstam,  +46 72 180 32 55 magnus.glifstam@mil.se | |  |  |

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| Nordic Gender Focal Point Course Invitation 10-11 September 2018  Enclosure 1 |  | Reply before  08-06-18 |

# Course purpose

The aim of the course is to support the Nordic armed and defense forces in their effort of integrating a gender perspective. After the Nordic GFP course students will be able to integrate a gender perspective into their own field of expertise and support and motivate colleagues both in international and national environments.

This course is based on a Nordic requirement identified by the NCGM Steering Committee. Based on this requirement and through a Training Needs Analysis a Nordic Gender Focal Point course has been developed.

This course iteration will focus on a Swedish adaptation of the course, but is still suitable for a Nordic training audience.

# Target Audience

Position:

* dual-hatted GFPs in international or national structures (in peace or crisis establishments);
* persons who will be posted or deployed as GFPs or;
* staff officers in national functions designated to work with gender perspective and/or gender equality.
* The course is needed for Swedish GFP:s and mandatory for the Swedish 1 day module the 12 September. Questions about application to the Swedish module, please contact the course director.

# Learning objectives

After the course, the student should be able to:

**Performance objective 1:** Apply gender perspective into daily work at own staff branch and functional area

**Performance objective 2**: Motivate others into integrating gender perspective in own staff branch and functional area

# Method

A mix between interactive lectures, syndicate work and discussions based around the GFP’s own reflections and analysis of gender perspectives in his/her own branch and functional area.

# References

Mandatory pre-study materials:

NATO ADL 169 on Gender Awareness, accessible on NATO JADL website.

# Student assessment

Formative assessment throughout the course.

Summative assessment based on the Enabling Objective ELO 2.3: Demonstrate importance of integrating gender perspective and give practical examples.

# Language proficiency

Students must be in command of English as described in NATO standardization agreement (STANAG) 6001[[1]](#footnote-1):

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.

The course will be held in English.

# Computer skills

Basic computer skills are necessary. NCGM training and information management relies heavily on our computer information system

# Security classification

The content of this course is not classified.

# SWEDINT/NCGM policy on personal data

In order to get a seat on a course at NCGM 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 NCGM. You will also be expected to clearly state to NCGM staff if you have any objections against appearing on course photos or have your data in course address lists etc.

# Administration

## Student Application

Student applications should be sent to NCGM NLT Monday June 18 2018*.* Nominations received later will however be considered, if space is available. The application form and personal CV will be found at: [www.mil.se](http://www.mil.se)/ncgm. *The application form, has to be sent together with the CV to SWEDINT/NCGM via e-mail, mail or fax.*

## 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.

## Internet access before the course

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

## Student selection

For Swedish students:

Selection of students will be made by NCGM based on prioritization received by SwAF HQ. For this selection, the applicant must clearly state his/her Organizational Unit. This should be specified under the heading “Branch of Service” in the Application Form.

The course is needed for Swedish GFP:s and is mandatory for the Swedish 1 day module the 12 September. Questions about application to the Swedish module, please contact the course director.

For non-Swedish students:

Selection of students will be made by the nation’s POC to the NCGM Nordic+ SME Group. Contact details to the POC can be found under para 13. A. in this invitation.

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

## Code of Conduct

SWEDINT/NCGM places high demands on personal behavior and respect for others regardless of religion, ethnicity, gender or sexual orientation. The SWEDINT/NCGM Code of Conduct is available for all to read on the students’ network at SWEDINT/NCGM. In case of violations of these simple rules SWEDINT/NCGM reserves the right to exclude the student from the course leading to immediate repatriation.

## Course fees

The course fee is 100 euro /day, i.e. 200 euro for the full two-day course per student. This includes board and lodging, and transfer from and to Arlanda/Bromma Airport in Stockholm/Sweden.

Swedish students from SwAF will not be charged for this course.

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

Swedish Armed Forces students pay according to the normal administrative regulations for domestic courses. More information will follow if admitted to the course.

For Non-Swedish students, salaries, allowances and travel costs are to be paid by national authorities of the sending nation in accordance with national regulations.

## 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. Students may also be accommodated in nearby hotels outside the regiment. In that case transportation will be arranged by NCGM.

## Dress code

Field uniform/Battle dress uniform during course hours. Civilian Smart Casual for Course Dinner.

# CONTACT AND APPLICATION

## POC

***Administration***

Course Admin Office Mrs Ingrid Forss

+46 8 584 526 22/24

***Logistics***

Course Adjutant Sgt Jonas Hjälte

+46 8 584 521 12

***Other questions***

Course Director

Capt Magnus Glifstam

Phone: +46 72 180 32 55

E-Mail: magnus.glifstam@mil.se

For questions about participation from Non-Swedish students, please contact your national representative and Subject Matter Expert (SME) to the NCGM Steering Committee.

**Norway:**

Sine Holen

[siholen@fhs.mil.no](mailto:siholen@fhs.mil.no)

**Denmark:**

Stefan Ring

[Srt@fmn.dk](mailto:Srt@fmn.dk)

Dorthe Kiærulff, <

[VFK-U-KOR308@mil.dk](mailto:VFK-U-KOR308@mil.dk)

**Finland:**

Virpi Levomaa

[virpi.levomaa@fincent.fi](mailto:virpi.levomaa@fincent.fi)

[virpi.levomaa@mil.fi](mailto:virpi.levomaa@mil.fi)

Esa Janatuinen

[esa.janatuinen@mil.fi](mailto:esa.janatuinen@mil.fi)

**Sweden:**

Pontus Westrom

[pontus.westrom@mil.se](mailto:pontus.westrom@mil.se)

**Netherlands:**

Caroline Burger

[caroline.burger@mil.se](mailto:caroline.burger@mil.se)

For applications for all students, please follow process outlines in para 13.b.

## Application procedure

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

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, it should be sent to SWEDINT/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 4 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/NCGM website.

## 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)

**Berglund, Lars**

CO NCGM

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

**Address 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, Hkpflj,

FMLOG, FMTIS, SOG,

MHS K, MHS H, MSS, SSS, LSS, HvSS, FMTS, SWEDEC, SkyddC, FMUndSäkC,

FM HRC, FömedC

1. 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. [↑](#footnote-ref-1)