



Date

Designation

Page 1 (10)

Address list

Your reference

Your date

Your designation

Our reference

Our previous date

Our previous designation

LTC Birgith Andreassen
+46 73 427 26 89
birgith.andreassen@mil.se

Announcement to apply for NATO Gender Focal Point course tactical level 10-12 December 2019 at Nordic Centre for Gender in Military Operation

**Reply before
18-10-19**

1. Background

The Nordic Centre for Gender in Military Operations (NCGM) was established in February 2012 as a joint Nordic Centre located in Sweden. In February 2013 NCGM was appointed as the Department Head (DH) for all NATO education and training within the discipline Gender in Military Operations. The NATO Approved Gender Focal Point (GFP) course was developed in 2018 as a joint venture between NCGM and Crisis Management and Disaster Response Centre of Excellence (CMDR COE) in Bulgaria. It was developed in accordance with the NATO Global Programming process through a Training Requirement Analysis (TRA) and a Training Need Analyses (TNA) to meet NATO operational requirements.

2. Course purpose

The 3 days tactical level GFP course (DoK 200) aims to enable personnel to perform successfully as a GFP within tactical organizations. The course provides the students with the GENAD Advisory Structure and the knowledge of how their role as a GFP contributes to larger organizational efforts to institutionalize the application of gender perspectives in all activities. Course emphasis is on enabling the GFP to support their chain of command or functional area in

(JWI)

Mailing Address

Visiting Address

Telephone

Fax

E-mail, Internet

NCGM

Granhammar

+46 8 584 540 00

+46 8 584 526 20

exp-ig@mil.se

Livgardet

www.mil.se/ncgm

SE-196 85 Kungsängen

SWEDEN



mainstreaming gender perspectives within their own area of responsibility. The course has been divided between strategic/operational (CMDR COE) and tactical (NCGM) levels to facilitate discussions relevant in those areas.

3. Target Audience

The tactical level GFP course is intended for military and civilian personnel who have solid experience within their own occupational field, appointed or selected for a GFP position within NATO Command Structure/NATO Force Structure, national or international structures on tactical level.

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

- Personnel who are/will be posted or deployed as GFPs.
- Rank level OR-6 up to OF-4 and/or civilian equivalents.

4. Learning objectives

After completion of the NATO tactical level GFP course students will be able to:

- Facilitate the chain of commands' implementation of gender perspectives;
- Support co-operation with relevant internal and external stakeholders to their chain of command; and
- Support the monitoring and reporting of gender integration within their chain of commands' area of responsibility.

5. Method

The course consists of interactive lectures, practical tasks, and case studies. The study method used is premised on the principles of adult learning so as to allow students to actively internalize and process new knowledge. Dedicated mentors will support the learning process navigating student syndicate work.

6. Prerequisites

Prior to the course students need to take *NATO ADL 169 - Improving Operational Effectiveness by Integrating Gender Perspective* and *ADL 171 – Gender Focal Point*. Please bear in mind that the afore-mentioned online courses require account registration in the NATO e-learning platform: <https://jadr.act.nato.int>. This platform is NOT managed by NCGM. Refer any technical matters to the NATO JADL Admin Support.

Students are kindly requested to send their course certificates via e-mail to the Course Director (CD) or to present them during in-processing.



7. Student assessment

The students will be assessed through formative assessment during interactive lectures and syndicate work. A summative assessment will be performed at the end of the course where the students will be provided with a scenario and related reports from which they will have to extract information in relation to gender perspectives.

8. Language proficiency

As the course is held in English students must be in command of English as described in NATO standardization agreement (STANAG) 60011:

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

10. Security classification

The content of this course will be NATO unclassified.

11. 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, e.g. for the purposes of conducting a program evaluation. 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.

12. Administration

a. Application date (deadline)

Student applications should be sent to NCGM NLT **Friday October 18, 2019**. Nominations received later may be considered, if space is available.

Please find application procedure in **para. 13. Contact and Application**.

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.



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 and the prerequisite ADL courses.

c. Internet access before the course

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

d. National 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 prioritize their applicants should limited numbers of seats be available. 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 the name of the student, the nation may forward an application and request a preliminary seat on the course in order to get the selection process started.

f. Code of Conduct

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

g. Course fees

The course fee is SEK 3000 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 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.



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.

h. Subsidies

Subsidized student slots are available on request by the nominating nations and are 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*.

i. Accommodation

Single room accommodations are 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.

j. Dress code

During course hours students wear field uniform/battle dress uniform and Civilian Smart Casual for Ice Breaker.

13. Contact and Application

a. POC

Course Director (CD)

Cpt Magnus Glifstam

Phone: +46 72 180 32 55

E-Mail: magnus.glifstam@mil.se

Course Administration

Ms. Ingrid Forss

Phone: +46 8 584 526 22/24

Email: Swedint@mil.se



b. Application procedure

The *Application form* and *CV* may be found on the Internet at www.mil.se/ncgm

On the NCGM welcome page:

- scroll down and click on **INVITATIONS**;
- scroll down and click on **How to apply** and then look for *Application form* and *CV* far down to the right.

When the *Application form* and *CV* have been completed, authorized and signed by the national authority/POC it should be sent to NCGM via e-mail, mail or fax.

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, the POC/Student will receive a *Letter of Admission*, providing further details for the course and how to retrieve the pre-course info for the specific course on the NCGM website.

c. Application address

Address to be used for Student Applications are as follows:

Email: Swedint@mil.se

FAX: +46 8 584 526 20

LG/NCGM
Course Admin office
196 85 Kungsängen
SWEDEN



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

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 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 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 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 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 Nederland's (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 (Sweden)
Embassy of Romania (Sweden)
Embassy of the Republic of Rwanda (Sweden)

* Former Yugoslav Republic of Macedonia (FYROM)

Embassy of Saudi Arabia (Sweden)
Embassy of Senegal (The Nederland's)
Embassy of Serbia (Sweden)
Embassy of Sierra Leone (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 Nederland's)
Embassy of Zambia (Sweden)
Embassy of Zimbabwe (Sweden)

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

SWE NMR for distribution to SHAPE and other PLT and NMR
Distribution via E-mail to: 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

Info

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



Date

Designation

Page 9 (10)

Military Academy Karlberg (MHS K)	Attn:	- Defence Staff International Relations Section LEDS INRI IR
Norrbottn regiment (I 19)	Attn:	- COS Operations, J1-J9, LCC, ACC, MCC
Life Regiment Hussars (K 3)	Attn:	- Armed Forces Training & Development Staff
Skaraborg Regiment (P 4)		Management Department (PROD GEN))
South Skåne Regiment (P 7)	Attn:	- Recruitment, Training & Evaluation Department (PROD UTB)
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 rd Naval Warfare Flotilla (3. sjöstriflj)		
4 th Naval Warfare Flotilla (4. sjöstriflj)	Attn:	- Gisela Nilsson FMUE (ePRIME)
1 st 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)		
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)		
<u>Internal Life Guards</u>		
G 1 Life Guards		
International Training Unit Life Guards		
<u>Internal SWEDINT</u>		
OC STALOG		
OC CAPDEV		
OC NED		
OC UNDEP		
<u>Internal NCGM</u>		
CO Nordic Centre for Gender in Military Operations		
OC ETD		
OC CCD		



Date

Designation