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## Mailing list

Your reference

Your date

Your designation

Our reference

Our previous date

Our previous designation

LCDR Elena Ojala  
+46 708 48 54 14  
elena.ojala@mil.se

**Invitation to apply for Gender Focal Point (online) Course  
1- 3 December 2020 conducted by the Nordic Centre for  
Gender in Military Operations (NCGM)**

**Reply before  
15-10-20**

## 1. Course Purpose

The NATO Approved Gender Focal Point (GFP) Course aims at enabling personnel to perform successfully as a GFP. It focuses on the GFPs function in strengthening the Gender Advisory Structure and the GFPs responsibilities in assisting their respective chain of command/functional area with the mainstreaming of gender perspective in all core/mandated tasks.

## 2. Target Audience

- Dual-hatted GFPs in international or national NATO structures on tactical level (in peace or crisis establishments);
- persons who will be posted or deployed as GFPs or;
- OR-6 up to OF-4 and/or civilian equivalents assigned to NATO HQs and agencies, missions and operations; NATO Allies and Partner nations
- Language proficiency: 3-2-3-2 (in accordance with STANAG 6001)

## 3. Learning Objectives

- Facilitate integration of gender perspectives within chain of command/own functional area.
  - Provide advice on the integration of gender perspectives in all activities within the chain of commands' / functional area of responsibility.

(JWI)

Mailing Address

Visiting Address

Telephone

Fax

E-mail, Internet

Livgardet

Granhammar

+46 8 584 540 00

+46 8 584 540 80

exp-lg@mil.se

SE-196 85 Kungsängen

www.forsvarsmakten.se/livgardet

SWEDEN



- Discuss CR-SGBV in relation to chain of commands' / functional area of responsibility.
- Support co-operation with relevant internal and external stakeholders to your chain of command / functional area of responsibility.
  - Liaise with external organizations to assist with the implementation of gender perspectives.
  - Develop working relationships, within own organization, to assist with the chain of commands' integration of gender perspectives.
  - Maintain functional dialogue with GENAD.
- Support the monitoring and reporting of gender integration within your chain of commands' / functional area of responsibility.
  - Maintain a monitoring function.
  - Report on data in reports for integration of gender perspectives.
  - Contribute to the lessons learned process.

#### 4. Method

The GFP course will be conducted online and consist of interactive lectures, individual tasks and case studies. The methods used are based on the principles of adult learning allowing the participants to be actively engaged and process new information and knowledge in the best possible ways. Dedicated instructors and syndicate leaders will support the learning process and navigate the participants in their syndicate work and in their individual learning process.

#### 5. Pre-requisites

Prior to course start, all admitted students must have completed NATO Adult Distributed Learning (ADL) Courses **169 “Improving Operational Effectiveness by Integrating Gender Perspective”** and **171 “Gender Focal Point”**. The course certificates for completing the courses must be uploaded on Its Learning. If the student does not provide course certificates for ADL 169 and 171, demonstrating that he or she has completed the courses, he or she cannot successfully complete the GFP online course.

To access the NATO ADL courses online students must go and register on: <https://jadr.act.nato.int>

The NATO ACO Gender Functional Planning Guide must also be read before course start.

#### 6. Course Assessment

Each student must successfully achieve all Performance Objectives (POs) to pass the course. The students will receive the grade “Successfully completed” or “Participated” pending the individual performance. A course certificate will be given at the end of the course. Both formative assessment and summative assessment will be used.



## 7. Computer Skills

This is an online course for which the students must acquire basic computer skills.

## 8. Security Classification

The contents of this course are UNCLASSIFIED.

## 9. NCGM policy on personal data

In order to get a seat on the course the applicant will be asked to provide personal data. In doing so the applicant is giving his/hers consent to the processing and storing of personal data for official use at NCGM.

## 10. Administration

### a. Student Application

Student applications should be sent **NLT 15 October 2020**. The application form, personal CV and further instructions for the application can be found at: [www.mil.se/ncgm](http://www.mil.se/ncgm). The application form, authorized and signed by the national authority/POC, has to be sent together with the CV to NCGM via e-mail or fax.

Applications received later than 15 October 2020 will only be considered if there are seats available.

### b. Information to national administrators etc.

It is important that this invitation reaches the students intended to apply for a seat at the course since it contains information that the student needs for the application process.

### c. Internet access before the course

Prior to joining this course at NCGM students will need to have access to Internet in order to get access to important documents that is uploaded on NCGM website: [www.mil.se/ncgm](http://www.mil.se/ncgm) before the course start. To access course documents, reference materials and other important information Its Learning will be used as the online platform. NCGM will arrange accounts for admitted course participants.

Its Learning is the platform used to provide material to the students. Adobe Connect is the program used for delivery the course online.

### d. Point of Contact (POC)

In the application form a national point of contact (POC) must be listed and sign. The POC should be the Commander/Branch Head that approves the application.



### e. Student Selection

Nations applying for more than one seat on the course are requested to indicate a prioritization of their applicants should there be more applicants than seats available on the course. If it is not done, NCGM will select the applicants it deems most qualified in relation to the qualification criteria listed in paragraph 2, 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

NCGM values good personal behaviour and respect for others regardless of religion, ethnicity, gender or sexual orientation highly. The Code of Conduct that all students to the course is expected to follow will be provided on Its Learning and discussed orally when the course starts.

In case of violations of the Code of Conduct, NCGM reserves the right to dismiss the student from the course with immediate effect.

### g. Course fees

The course is free of charge.

### h. Dress code

Civilian casual/daily uniform

## 11. Contact and application

### a. POC

#### **Administration and Logistics:**

Administration Office

Phone: +46 8 584 526 22/24/27

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

#### **Other:**

Course Director LCDR Elena Ojala

Phone: +46 708 48 54 14

Email: [elena.ojala@mil.se](mailto:elena.ojala@mil.se)

### b. Application procedure

The application form can be found on [www.mil.se/ncgm](http://www.mil.se/ncgm). Click on **Courses** at NCGM and **How to Apply** and then look for **Application form and CV** under **Related Documents**. 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](mailto:swedint@mil.se). The course admin office will confirm receipt of the application.



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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 about the course, and information on how to access the online platform Its Learning and Adobe Connect used for the course.

### **c. Application address**

Address to be used for forwarding applications is as follows:

**E-mail:** [swedint@mil.se](mailto:swedint@mil.se)

**Postal address:**

LG/NCGM  
Course Admin office  
196 85 Kungsängen  
SWEDEN

**FAX:** +46 8 584 526 20

CO NCGM



## 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 Staff, Norway [forsvaret@mil.no](mailto:forsvaret@mil.no)  
Norwegian Joint Headquarters, Norway [forsvaret@mil.no](mailto:forsvaret@mil.no)  
Norwegian Defence International Centre, NODEFIC, Norway [post.fhs@mil.no](mailto:post.fhs@mil.no)  
Norwegian Defence Personnel Agency, Norway [fpvs.kontakt@mil.no](mailto:fpvs.kontakt@mil.no)

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)

SWE NMR to ACO  
[nnswedenshapepnmr@shape.nato.int](mailto:nnswedenshapepnmr@shape.nato.int)

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



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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 North 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)



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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)





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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

SWAF HQ, LEDS INRI IR  
SWAF HQ, PROD UTB  
SWAF HQ, Gender Advisor LEDS  
SWAF HQ, Gender Advisor PROD

Matilda Lidström Dougnac



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Norrbotten 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)  
Norrbotten 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 (FMTS)  
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  
IntUtbE

### **Internal SWEDINT**

CO SWEDINT