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Peter Almström, peter.almstrom@mil.se

**Invitation to Operations Planning Seminar for Experts
2020 (OPSEM 20) at Swedish Armed Forces International
Centre (SWEDINT), 21-22 April 2020.**

**Reply before
30-03-20**

1. Introduction

On 21-22 April 2020, SWEDINT will conduct OPSEM 20 at the Swedish Armed Forces International Centre (SWEDINT), outside Stockholm, Sweden.

This will be the third OPSEM, the first one was held in 2018 (as a pilot), the second in May 2019 and both were well received by all participants. MG (GBR) Gary Deakin, DCOS Plans, JFCNP was the senior ranking speaker and participant in 2019:

‘SWEDINT brilliantly enabled NATO and partner Nation planners to come together to build a collaborative network, share best practice, and most importantly develop new ideas.’

2. Aim

OPSEM 20 is an arena where experienced, long term horizon (J5) operations planners and teachers can network, discuss and enhance their own knowledge of NATO operations planning process centred at the operational level. This does not out rule that military strategic and tactical level planning can be subject for discussions.

(PAL)

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3. Target Audience

Typically, the participants will represent a NATO-/National Joint HQs, a NATO Partnership Education and Training Centre (PTEC) or a Command and Staff College. European Union Military Staff will be invited. 50 personnel is the upper limit for attendees.

4. Method

Selected speakers from NATO HQ, NATO Command Structure (NCS), NATO School (NSO) and other entities will present experiences related to collaboration among levels, status of guiding documents and share how parts of the OPP is conducted in the respective HQs.

Syndicate work will seek to identify recommended "Good Practice" related to different steps in the OPP and thereby bringing the participants into a situation where they are better suited to lead, contribute to and/or teach operations planning.

5. Security Classification

OPSEM 20 is UNCLASSIFIED.

6. SWEDINT policy on personal data

In order to register to OPSEM 20 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 the seminar photo or have your data in the seminar address list etc.

7. Administration

a. Costs

OPSEM 20 is free of charge, but participants will pay for travel, meals and accommodation.

b. Accommodation

Single room accommodation is available for all international participants through SWEDINT in the Garrison Student Hotel (SEK 799.- a night). Swedish personnel will not be offered residential accommodation due to limited availability of rooms.

c. Dress Code

Military personnel Battle Dress Uniform (BDU) and Civilians Casual.

**8. Registration**

Registration form should be submitted to SWEDINT no later than 30 March 2020. If demand is higher than available seats, participants will be selected by the OPSEM Director on basis of work title, organisation and nationality (if nominated by a national HQ).

a. Point of Contact

Administration – Admin Office	Other questions – OPSEM Action Officer
Office: +46858452621/ 22/24/25 +46858452112	MAJ (SWE-A) Peter Almström Mobile: + 46703027658 E-mail: peter.almstrom@mil.se

b. Registration Procedure

The registration form can be found on SWEDINT web page: www.mil.se/swedint.

Under Seminar & Workshop Registration, you will find OPSEM 20 listed, together with all relevant documents. Please ensure that a Request for Visit (RFV) is submitted in due time. The general rule is that the RFV should be received 21 days prior to arrival.

When the Registration Form is received, a receipt will be issued by Seminar Admin Office.

When someone is granted a seat at OPSEM 20, the individual will receive a Letter of Admission, guaranteeing that a seat is reserved.

c. Registration Address

Email: swedint@mil.se or Fax: +46858452620.

9. Additional information

Additional information related to OPSEM 20 will be published on www.mil.se/swedint when available. The final schedule is planned to be available NLT 01 April 2020.

Nilsson, Ronny

CO SWEDINT

Handlingen är fastställd i Försvarsmaktens elektroniska dokument- och ärendehanteringssystem.



MAILING LIST

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