



Kallelse

Date
2024-06-26

Designation
FM2023-26040:4 Page 1 (15)

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Distribution List

Your reference

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Henrik Beckvard, henrik.beckvard@mil.se

INVITATION to apply for the NATO Gender Advisor Course 7 – 18 October 2024 conducted by the Nordic Centre for Gender in Military Operations (NCGM)

**Reply before
2024-08-16**

1. Course dates & total number of seats

The NATO Gender Advisor (GENAD) Course will be conducted 7 – 18 October 2024, residentially at Kungsängen, Sweden. The number of seats is limited to 24.

2. 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 Gender Advisor (GENAD) course was developed in 2016 and certified as a NATO Approved course in February 2017. The GENAD course was developed in accordance with NATO Global Programming process through a Training Requirement Analysis (TRA) and a Training Need Analyses (TNA) to meet NATO operational requirements. The depth of knowledge for the GENAD course is level 400 and the successful completion of this course qualifies you as a NATO certified GENAD able to deploy or function as GENAD within NATO-led operations.

3. Course purpose

The purpose of the course is to enable participants to perform successfully as a GENAD in both Peacetime Establishment (PE) and Crisis Establishment (CE) at strategic, operational and tactical levels. The course provides the student with a background of



Kallelse

Date
2024-06-26

Designation
FM2023-26040:4 Page 2 (15)

Security classification

Copy ()

frameworks and guidelines regulating gender in military operations as well as the skills and competence required to act in an advisory role both in a national and international context.

4. Course iterations

2025

GENAD 1: 10 – 21 FEB 2025

GENAD 2: 31 MAR – 11 APR 2025

5. Target Audience

Military and civilian personnel appointed or selected for Gender Advisor positions within NCS/NFS, national or multinational HQs at strategic, operational or tactical level:

Essential criteria:

- Officer with rank level OF 3-5 or civilian equivalent and with education minimum at Bachelor level degree (EQF 6).
- ***Language Proficiency 3-2-3-2 in accordance with STANAG 6001***
- Basic computer skills.

Desired criteria:

- Knowledge and experience working in a multinational or national staff or mission.
- Solid experience with NATO Comprehensive Operations Planning Directive (COPD) or national equivalent.

6. Learning objectives

After completion of the GENAD course participants will be able to:

- Advise leadership and staff on integrating gender perspective in military operations.
- Advise leadership and staff on Conflict Related Sexual Violence (CRSV) and recommend actions.
- Establish liaison and networking with relevant internal and external actors.
- Contribute to the planning, execution and evaluation phases of operations with gender products, analysis, assessments and recommendations.

7. Method

The course is a three-week course, one week of pre-studies and two weeks of course with facilitated lectures, tasks, and syndicate work.



Kallelse

Date
2024-06-26

Designation
FM2023-26040:4 Page 3 (15)

Security classification

Copy ()

The first week is an individual pre-study week that consists of studying UN and NATO materials on the topic, completing Advanced Distributed Learning (ADL) courses and written pre-study assignments to be completed and submitted through the Learning Management System (LMS) page for the course.

The two-week course consists of lectures, facilitated discussions, individual and syndicate work presentations. The course will be interactive and every student is expected to take active part in discussions, exercises and syndicate work.

Please NOTE!: During the course, off-scheduled time for preparations, and completing assignments is needed.

The GENAD Course is a very demanding course which requires full-time attendance and participation during the stipulated course dates.

8. Pre-requisites

Prior to course start, all admitted students must have completed NATO Advanced Distributed Learning (ADL) Courses: **168 Pre-Gender Advisor**, **169 Gender Perspective in Military Operations** and **171 Pre-Gender Focal Point**. Students are to upload their course certificates on *It'sLearning*, the Learning Management System (LMS) for the course. If a student does not provide course certificates for ADL 168, 169 and 171, demonstrating that he or she has completed the courses, he or she cannot successfully complete the GENAD course.

More detailed instructions on the pre-studies will be sent together with the admission letter.

9. References

Reference material will be presented during pre-studies and during the course. This material includes, but is not limited to:

Reading materials before the course – Must read/ compulsory

- DCAF Article “Why and how gender is vital to Military Operations”
- ADL 169 Gender Perspective in Military Operations
- DPKO /DFS Guidelines: Integrating a gender perspective into the work of the United Nations military in peacekeeping operations
- ADL 168 Pre-Gender Advisor
- Bi SC Directive 040-001(rev 1.) Integrating UNSCR 1325 and Gender Perspective into NATO Command Structure
- ADL 131 Introduction to the Comprehensive Operations Planning Directive (COPD)
- ACO Gender Functional Planning Guide



Reading materials during the course – Must read/ compulsory

- UNSCR 1325 and related resolutions UNSCR 1820, UNSCR 1888, UNSCR 1889, UNSCR 1960, UNSCR 2106, UNSCR 2122, UNSCR 2242, UNSCR 2274
- NATO military guidelines on how to prevent, and respond to Conflict Related Sexual Gender Based Violence
- NATO/EAPC Women, Peace and Security Agenda 2016-2018: Policy, Action Plan and Strategic Agenda

Reading materials during the course – Optional

- Whose security? Practical Examples of Gender Perspectives
- Gender Makes Sense: A Way to Improve Your Mission
- Addressing a Conflict Related Sexual Violence an Analytical Inventory of Peacekeeping Practice
- NATO Policy for Protection of Civilians
- CEDAW

10. Student 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 individual performance. A course certificate will be given at the end of the course. Both formative assessment and summative assessment will be used.

11. Language proficiency

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.

12. Computer skills

Basic computer skills are necessary as the pre-studies during week one are conducted online. NCGM training and information management relies heavily on our computer information system and online platforms.

¹ STANAG 6001 can be found at 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.



13. Security classification

The content of this course is: UNCLASSIFIED

14. NCGM policy on personal data

In order to acquire a seat on a course at NCGM the applicant will be asked to provide personal data. To be able to process course applications, NCGM will handle the personal particulars stated in the application form, and the information will only be used for course related administration.

The student if admitted must **clearly state** to NCGM staff during the residential course if the student has any objections to appear on course photos or have data in course address lists, etc.

15. Administration

a. Student Application

Student applications should be sent to NCGM **NLT 16 AUGUST 2024**. The application form / registration form will be found at:
<https://www.forsvarsmakten.se/en/swedint/nordic-centre-for-gender-in-military-operations/courses-at-ncgm-and-how-to-apply2/>.

Nominations received later will only be considered, if space is available.

b. Important information to national administrators:

It is important that this invitation reaches the applicant intended to apply for a seat on 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 NCGM students will need access to internet in order to retrieve information that NCGM provides on the web page before the course starts, such as course curriculum, application form, etc. For access to course documents and reference material once admitted to the course, an online educational platform will be used.

It's Learning is the online educational platform used to provide course documents, reference material, and other important information to the students.

NCGM will create accounts on *It's Learning* for each course participant who is admitted to the course.



Kallelse

Date
2024-06-26

Designation
FM2023-26040:4 Page 6 (15)

Security classification

Copy ()

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, NCGM will select the students it deems most qualified.

If the nation is interested in registering for the course but does not initially have a name of the officer in question a preliminary seat at the course can be requested in order to get the selection process started.

f. Code of Conduct

NCGM places high demands on personal behaviour 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/online platform that is used during the course. 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 fee

The course fee is SEK 12,000 per student, plus 25% VAT. This includes board and lodging, and transfer from and to Arlanda/Bromma Airports in Stockholm, Sweden.

The course fee is to be paid by credit card by the individual applicant upon arrival at NCGM. Additional information concerning payment and whether your applicant(s) has been admitted to the course 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 normally 4-6 weeks prior to the beginning of the residential course.

1. Nordic Defence Cooperation (NORDEFECO) students pay according to each nation's administrative regulations and according to the NORDEFECO agreement.
2. 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.



Kallelse

Date
2024-06-26

Designation
FM2023-26040:4 Page 7 (15)

Security classification

Copy ()

h. Subsidies

Subsidized student slots are available on request by the nominating nations and decided on a case-by-case basis. 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 that is sent out 4-6 weeks prior to the beginning of the course.

i. Accommodation

Single room accommodation is arranged for all course participants through NCGM at the Guards Regiment student hotel which is located within the military base. Students may also be accommodated by NCGM in nearby hotels outside the regiment. In that case transportation will be arranged by NCGM.

j. Dress code

Day-time:

- Military participants: Battle dress uniform.
- Civilian participants: Business casual.

Course Dinner:

- Military participants: Business casual.
- Civilian participants: Business casual.

Participants are encouraged to bring clothes for physical training (remember in-door training shoes for the gym), as well as civilian clothes for Swedish weather conditions.

16. CONTACT AND APPLICATION

a. POC

Administration and Logistics

Course Admin Office

+46 8 584 526 21/22/23/27

Swedint@mil.se

Other questions

Course Director

Henrik Beckvard

Mobile: +46 70 144 21 25

E-mail: Henrik.beckvard@mil.se



Kallelse

Date
2024-06-26

Designation
FM2023-26040:4 Page 8 (15)

Security classification

Copy ()

b. Application procedure

The application form can be found on the Internet at:

<https://www.forsvarsmakten.se/en/swedint/nordic-centre-for-gender-in-military-operations/courses-at-ncgm-and-how-to-apply2/>

Click on **Courses and Seminars at NCGM 2024 and how to apply** and then look for Application form under Related Documents. When the application form has been filled in, authorized and signed by the national authority/POC, it should be sent to Swedint@mil.se. (SWEDINT handles the administration of applications for both SWEDINT and NCGM courses).

The course admin office will confirm receipt of the application. NOTE! 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 begins 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 information about how to access the online platform(s) used for the course.

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

SWEDINT handles the administration of applications for both SWEDINT and NCGM courses. Send the signed application to:

Email: Swedint@mil.se

Postal address:
LG
SWEDINT & NCGM
Course Admin office
196 85 Kungsängen
SWEDEN

Or using FAX: +46 8 584 526 20



Kallelse

Date
2024-06-26

Designation
FM2023-26040:4 Page 9 (15)

Security classification

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Kesselmark, Olov

Comdt NCGM

Handlingen är fastställd i Försvarsmaktens elektroniska dokument- och ärendehanteringssystem.



Kallelise

Date
2024-06-26

Designation
FM2023-26040:4 Page 10 (15)

Security classification

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Distribution list

NCGM Member Nations

Denmark

SME WG REP FKO-U-STY203@mil.dk

Finland

SME WG REP inka.venho-kortelainen@mil.fi
Finnish Defence Command, J7, PO Box 919, FI-00131 HELSINKI, Finland
kirjaamo.pe@mil.fi
Finnish Army Command, G7, PO Box 145, FI-50101, MIKKELI, Finland
kirjaamo.maave@mil.fi
Finnish Navy Command, M7, PO Box 58, FI-20811, TURKU, Finland
kirjaamo.merive@mil.fi
Finnish Airforce Command, A7, PO Box 30, FI-41161, TIKKAKOSKI, Finland
kirjaamo.ilmave@mil.fi, ilmavoimat@mil.fi
Finnish National Defence University (FINCENT), PO Box 7, FI-00861, Finland
fincent@mil.fi

Norway

SME WG REP nvibe@mil.no
Norwegian Defence International Centre, NODEFIC, Norway post.fhs@mil.no
Norwegian Defence Forces, Norwegian
Defence Forces, _postmottak@mil.no

Norwegian Defence Personnel Agency, Norway postmottak@mil.no

Sweden

GENAD OPL kirke.kyander@mil.se
SWAF HQ, FST GEN UTB
SWAF HQ, FST STRA FP

Canada

SME WG REP SHANNON.LEWIS-SIMPSON@forces.gc.ca

Netherlands

SME WG REP CW.Burger.01@mindef.nl

Australia

SME WG REP karen.such@defence.gov.au

NATO

ACO GENAD Office SHAPESAGGENFMB@shape.nato.int



Kallelse

Date
2024-06-26

Designation
FM2023-26040:4 Page 11 (15)

Security classification

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ACO GENAD Stijn.VANDENBOSCH@shape.nato.int
ACT GENAD Lauranne.bureau@act.nato.int
ACT GENAD Megan.huber2@act.nato.int
IMS GENAD Office dgims.genad@hq.nato.int
IMS GENAD prudhoe.katherine@hq.nato.int
JFC Norfolk GENAD Richard.pountney@jfcnf.nato.int
JFC Naples GENAD denise.ILKAY@jfcnp.nato.int
JFC Naples GENAD fani.giannousi@jfcnp.nato.int
JFC Brunssum GENAD josefrancisco.vaqueropinto@jfcbs.nato.int
JFC Brunssum GENAD OzlemOzgul.YILMAZ@jfcbs.nato.int
NMI GENAD Aaron.BAKER@nmi.nato.int
JWC POC bentInge.Sveen@jwc.nato.int
JWC Lead GFP Sarah.Denieul@jwc.nato.int
JFTC Lead GFP Jennifer.Gotie@jftc.nato.int
JALLC Lead GFP Ignacio.Fonseca@jallc.nato.int
HQ SACT POC – GMO Discipline sarah.hernandez@act.nato.int
GENDER POC JSEC christiane.anbuhl@jsec.nato.int
GENAD POC JSEC jsecgenad@jsec.nato.int
WPS Office sparano.marco@hq.nato.int
SWE NMR to SHAPE nnswwedenshapepnmr@shape.nato.int
SWE PNMR to ACO nnswwedenshapepnmr@shape.nato.int
Partner Nation Liaison Representative
NS HQ hugues.dechirot@nshq.nato.int
SHAPE PD MIC, SAP Manager Paola.PASINI@shape.nato.int
MARCOM h.hale2@mc.nato.int
M.MAGZOUB@mc.nato.int
LANDCOM aysegul.binali@lc.nato.int
Katja.ROEDER@lc.nato.int
Jasper.Beerends@lc.nato.int
Swen.Dornig@lc.nato.int
AIRCOM ac.genadmb@ac.nato.int
Caitlin.DIFFLEY@ac.nato.int
KFOR genadsoadvisor@hq.kfor.nato.int
KFORHQGENADSA@hq.kfor.nato.int
KFORHQGENADCHIEF@hq.kfor.nato.int
Strike for NATO SFNCGGENAD@sfn.nato.int
Magdalena.Lukawska@sfn.nato.int

Embassies



Kallelse

Date
2024-06-26

Designation
FM2023-26040:4 Page 12 (15)

Security classification

Copy ()

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 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 Burkina Faso (Denmark)
Embassy of Cambodia (UK)
Embassy of Cameroon (UK)
Embassy of Canada (Sweden)
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 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)



Kallelse

Date
2024-06-26

Designation
FM2023-26040:4 Page 13 (15)

Security classification

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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)
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 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)



Kallelse

Date
2024-06-26

Designation
FM2023-26040:4 Page 14 (15)

Security classification

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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 Morocco (Sweden)
Embassy of Mozambique (Sweden)
Embassy of Namibia (Sweden)
Embassy of Nepal (Denmark)
Embassy of the Netherlands (Norway)
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 (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 Switzerland (Sweden)
Embassy of Syria (Sweden)
Embassy of Tajikistan (Tajikistan)
Embassy of Tanzania (Sweden)
Embassy of Thailand (Sweden)
Embassy of Togo (Germany)



Kallelse

Date
2024-06-26

Designation
FM2023-26040:4 Page 15 (15)

Security classification

Copy ()

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 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)

Swedish Armed Forces

Military Academy Karlberg (MHS K)
Military Academy Halmstad (MHS H)
Militärregion Mitt
Militärregion Norr
Militärregion Syd
Militärregion Väst

Internal Guard's regiment

LG Regstab G1
LG SWEDINT

Others

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Damjan.Sukara@psotc.org

Lt. Col. Sorin Babara, Moldovian
MoD
Tamar Lobjanidze, UN Women
Georgia
PSOTC LTC Damir
Alibasic
PSOTC LTC Damjan
Sukara