



Kallelse

Date
2024-07-04

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Security classification

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Distribution List

Your reference

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Our previous date

Our previous designation

Henrik Beckvard, henrik.beckvard@mil.se

INVITATION to apply for the Commanding Officers Seminar 25-27 November 2024 at the Nordic Centre for Gender in Military Operations (NCGM)

**Reply before
2024-09-20**

1. Seminar dates & total number of seats

The Commanding Officer Seminar will be conducted on 25-27 November 2024. The seminar will be conducted at NCGM, in Kungsängen, at the Guards Regiment approximately 35 km northwest of Stockholm, Sweden. The seminar will begin at 1200hrs (CET) on Monday 25 November and end at 1500hrs (CET) on Wednesday 27 November. The number of seats available for this seminar is 20 seats.

2. Seminar purpose

The Commanding Officers Seminar focuses on how Commanding Officers, Chiefs of Staff and Branch Heads can integrate gender perspective into military operations at operational and tactical level.

The seminar provides the participants with a background of framework and guidelines regulating gender in military operations. The seminar also provides practical examples of how the Gender Advisor and Gender Focal Point functions can assist Commanders in integrating a gender perspective and implementing the WPS Agenda. The seminar highlights how integrating a gender perspective can contribute to operational effectiveness, enhancing military capability and fulfilling mission objectives.

3. Seminar iterations

2023: 27-29 November

2024: 25-27 November



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4. Target Audience

Rank: OF4-OF6 or civilian equivalent.

5. Learning objectives

The aim of the seminar is to increase Commanding Officers' knowledge of how a gender perspective can be integrated into the daily work at operational and tactical level in accordance with the *UN Security Council Resolutions on Women, Peace and Security* and with the *NATO Bi Strategic Command Directive 040-001 on Integrating UNSCR 1325 and Gender Perspective into the NATO Command Structure*. The seminar will provide practical examples how gender advisory functions can assist commanders and staff.

After completing the seminar, the participants will be able to integrate gender perspective into military operations on operational and tactical level in the position as a Commanding Officer, Chief of Staff or Branch Head (at J level) in area of operations by utilizing the gender advisor and/or gender focal points.

6. Method

The seminar will consist of lectures, round table and panel discussions, facilitated discussions in a seminar format, case studies in syndicates and individual tasks.

It will be conducted in an interactive way and every participant is requested to take part in the discussions and to share expectations and experiences.

7. References

A Military Guide to the United Nations Security Council Resolutions on Women, Peace and Security

NATO Bi Strategic Command Directive 040-001 on Integrating UNSCR 1325 and Gender Perspective into the NATO Command Structure

8. Participant assessment

Each participant must successfully achieve all Performance Objectives (POs) to pass the seminar. The participants will receive the grade "Successfully Completed" or "Participated" pending individual performance. A seminar certificate will be given at the end of the course. Both formative assessment and summative assessment will be used.



9. Language proficiency

Participants 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.

10. Computer skills

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

11. Security classification

The content of this seminar is: UNCLASSIFIED.

12. Administration

a. Application

Applications should be sent to NCGM NLT **20 September 2024**.

The application form will be found at www.mil.se/ncgm. Click on **Courses and Seminars at NCGM** and then look for the Application form under Documents.

The application form, authorized and signed by the national authority/POC, has to be sent to swedint@mil.se (SWEDINT handles the administration of applications for both SWEDINT and NCGM activities).

The course admin office will confirm receipt of the application. This does not mean that the nominee has been admitted to the seminar, it only confirms that the admin office has received the application. The POC/Participant will be notified at the latest between 4-6 weeks before the seminar starts whether or not the nominee is admitted. If admitted to the seminar, the POC/participant will receive a *Letter of Admission*, indicating further details of the seminar. A copy of the Letter of admission will also be sent to the nation's embassy in Sweden. If visa is required for entry to Sweden, a copy will be sent to the Swedish Embassy (or representing embassy) in the applying country.

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.



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b. Important information to national administrators etc.:

It is important that the invitation itself reaches the applicant for the seminar since it contains information that he/she needs in the application process.

c. Point of Contact (POC)

In the application form the applicant should report a national point of contact (POC). The POC should be the Commander/ Branch that approves the application.

d. Selection

If a nation has more nominees applying than slots available on the seminar, it is up to the applying nation to prioritize among its nominees. If this is not done, NCGM will select the nominees it deems most qualified.

If the nation is interested in sending a participant to the seminar but does not initially have a name of the officer in question the nation can get a preliminary seat at the seminar in order to get the selection process started.

e. Seminar fees

The seminar fee is 3000 SEK (excluding 25% VAT). This includes board and lodging, and transfer from and to Arlanda/Bromma Airport in Stockholm, Sweden.

Information concerning payment and whether your nominee has been admitted to the seminar will be sent to you as soon as the procedure regarding applications is finalized, 5-6 weeks prior to the seminar start.

NORDEFECO participants pay according to each nation's administrative regulations and according to the NORDEFECO agreement. Swedish Armed Forces participants pay according to the normal administrative regulations for domestic courses and activities.

Salaries, allowances and travel costs are to be paid by national authorities of the sending nation in accordance with national regulations.

f. Accommodation

Single room accommodation is arranged for all seminar participants through NCGM at the Guards Regiment hotel which is located within the military base. Seminar participants



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may also be accommodated by NCGM in nearby hotels outside the regiment. If so, transportation will be arranged by NCGM.

g. Dress code

Seminar Day-time:

Military participants: Battle dress uniform

Civilian participants: Business casual

Seminar Dinner:

Military participants: Business casual

Civilian participants: Business casual

13. CONTACT AND APPLICATION

a. POC

Administration and Logistics

Course Admin Office

Phone: +46 8 584 526 22

E-Mail: Swedint@mil.se

Other questions

Seminar Director

Henrik Beckvard

Mobile: +46 70 144 21 25

E-Mail: henrik.beckvard@mil.se

b. Application address

SWEDINT handles the administration of applications for both SWEDINT and NCGM activities. The application form, authorized and signed by the national authority/POC, has to be sent to:

Email: Swedint@mil.se

LG

SWEDINT/NCGM

Course Admin office

196 85 Kungsängen

SWEDEN

Or using FAX: +46 8 584 526 20



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On behalf of Comdt NCGM

Isacsson, Håkan

Deputy Comdt SWEDINT

Handlingen är fastställd i Försvarsmaktens elektroniska dokument- och ärendehanteringssystem.



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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](mailto: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
ACO GENAD sheri.lattimore@shape.nato.int



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IMS GENAD	prudhoe.katherine@hq.nato.int
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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

Embassy of Afghanistan (Sweden)



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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)
Embassy of Egypt (Sweden)
Embassy of El Salvador (Sweden)



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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)
Embassy of Serbia (Sweden)
Embassy of Sierra Leone (UK)



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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)
Embassy of Trinidad and Tobago (UK)
Embassy of Tunisia (Sweden)



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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

sorin.babara@army.md

tamar.lobjanidze@unwomen.org

Damir.Alibasic@psotc.org

Damjan.Sukara@psotc.org

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