



Kallelse

Date
2025-06-11

Designation
FM2025-15542:1

Page 1 (16)

Security classification

Copy ()

Distribution List

Your reference

Your date

Your designation

Our reference

Our previous date

Our previous designation

Goar Mura-Hänninen, goar.mura-hanninen@mil.se

INVITATION to apply for Pilot NATO Gender Training of Trainers (GToT) Course – 06-17 OCT 2025

**Reply before
2025-08-15**

1. Course dates & total number of seats

The Nordic Centre for Gender in Military Operations (NCGM) will conduct the Pilot NATO Gender Training of Trainers (GToT) residentially in Kungsängen, Sweden between 06-17 OCT 2025. 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 NCGM was first accredited as a NATO Education and Training Facility (ETF) in 2018 and was unconditionally re-accredited as an ETF in 2024.

The NATO Gender Training of Trainers (GToT) Course was developed and certified as a NATO Approved course in 2014. The GToT 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. As part of the NATO E&T governance structure, this iteration of the GToT course will be a pilot for the updated Enabling Learning Objectives (ELOs), in line with NATO operational requirements.

The depth of knowledge (DoK) for the GToT course is 300 and the successful completion of this course qualifies you as a NATO certified trainer able to



Kallelse

Date
2025-06-11

Designation
FM2025-15542:1

Page 2 (16)

Security classification

Copy ()

successfully plan, conduct and evaluate Education and Training, (E&T) within own functional area with an integrated gender perspective.

3. Course purpose

The purpose of the course is to enable participants to successfully plan, conduct and evaluate Education and Training, (E&T) within their own functional area with an integrated gender perspective. The course provides participants with a background of the frameworks and guidelines regulating gender in military operations. Furthermore, the course provides the skills and competence required to integrate a gender perspective and content on the Women, Peace and Security Agenda and Gender in Military Operations (GMO) into their primary E&T duties.

4. Course iterations

2025

- GToT RACVIAC, Croatia (Residential) 08-19 SEP
- GToT Pilot Iteration, Sweden (Residential) 06-17 OCT

5. Target Audience

Military and civilian personnel experienced in training, and/or trainers from military and security structures within NCS/NFS, at strategic, operational or tactical level:

Essential criteria:

- Officer with rank level OR5-OR9 and OF1-OF4 or civilian equivalent.
- **Language Proficiency 3-2-3-2 in accordance with STANAG 6001.**
- Experience in conducting Education and Training in the military or security sector.
- Basic computer skills.

Desired criteria:

- Knowledge and experience working in a multinational or national staff or mission.

6. Performance Objectives

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



Kallelse

Date
2025-06-11

Designation
FM2025-15542:1

Page 3 (16)

Security classification

Copy ()

- Apply the international framework and background on WPS and GMO to E&T activities.
- Plan E&T within own functional area with a gender perspective.
- Conduct E&T within own functional area with a gender perspective.
- Evaluate E&T within own functional area with a gender perspective.

7. Method

The course is a two-week residential course with pre-studies.

Prior to starting the residential course, participants are to complete the pre-study package in accordance with the admission letter provided by the NCGM. The pre-studies consist of reading material pertaining to the NATO Women, Peace and Security Agenda, as well as the Gender in Military Operations Discipline. The pre-studies for the course also include completing Advanced Distributed Learning (ADL) courses and a written pre-study assignment to be submitted to the NCGM. Note that pre-studies may be conducted any time after receiving the admission letter.

The two-week residential 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, handling in assignments is needed.

Fulltime participation and attendance is required in order to successfully complete the GTotT Course.

8. Pre-requisites

Prior to course start, all admitted students must have completed NATO Advanced Distributed Learning (ADL) **Course 169 Gender Perspective in Military Operations**. The certificate for completing the ADL course must be uploaded prior to the starting residential course to the Learning Management System (LMS) site. If the student does not provide course certificates for ADL 169, demonstrating that he or she has completed the courses, he or she cannot successfully complete the GTotT Course.

Detailed instructions for the pre-studies will be sent with the admission package to the course.



9. References

Reference material is to 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

- ADL 169 Gender Perspective in Military Operations.
- NATO Bi SC Directive 040-00 (2021) Integrating UNSCR 1325 and Gender Perspective into NATO Command Structure.
- NATO Policy on Women, Peace and Security (2024)
- NCGM Publication Whose Security? (2015).

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 and summative assessments will be used.

11. Language proficiency

Students must be in command of English as described in NATO standardization agreement (STANAG) 6001¹:

Listening Professional (3), Speaking Functional (2), Reading Professional (2), Writing Functional (2).

Language testing is a national responsibility. No additional training or translation will be provided.

12. Computer skills

Basic computer skills are necessary to submit assignments on the LMS site for the course.

13. Security classification

The content of this course is: UNCLASSIFIED.

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.



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.

15. Administration

a. Student Application

Student applications should be sent to NCGM **NLT 15 AUG 2025**. The application form can be found on the Internet at www.mil.se/swedint / www.mil.se/ncgm

Click on “**Our Courses**” and then look for the application form under “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. 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 between 5-6 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 and pre-course info needed. A copy of the Letter of admission will also be sent to the nation's embassy in Sweden.

b. Important information to national administrators etc:

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 before the residential course starts, such as pre-study assignments, course curriculum, schedule, etc. For access to course documents and reference material once admitted to the course, an online educational platform will be used.



Kallelse

Date
2025-06-11

Designation
FM2025-15542:1

Page 6 (16)

Security classification

Copy ()

Moodle is the (LMS) platform used to provide course documents, reference material, and other important information to the students.

NCGM will arrange accounts on *Moodle* for participants admitted to the course.

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 who 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 which 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 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 LMS site for 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). The course fee includes accommodation, all meals and transfer from and to Arlanda Airport in Stockholm/Sweden.

The course fee is a set price. Participants making their own accommodation/meal arrangements are not subject to a reduced course fee.



Kallelse

Date
2025-06-11

Designation
FM2025-15542:1

Page 7 (16)

Security classification

Copy ()

Information concerning payment and whether your nominee has been admitted to the course or not will be sent to you as soon as the procedure regarding applications is finalized, 5-6 weeks prior to the course start.

Regarding subsidies please see next section.

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.

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.



Kallelse

Date
2025-06-11

Designation
FM2025-15542:1

Page 8 (16)

Security classification

Copy ()

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 10 82 526 21/22/23/27

Swedint@mil.se

Other questions

Course Director

Goar Mura-Hänninen

Mobile: +46 72 156 69 12

E-mail: goar.mura-hanninen@mil.se

b. Application procedure

The application form can be found on the Internet at www.mil.se/swedint / www.mil.se/ncgm.

Click on “Our Courses” and then look for the application form under “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. This does not mean that the student has been admitted to the course, it only confirms that the admin office has



Kallelse

Date
2025-06-11

Designation
FM2025-15542:1

Page 9 (16)

Security classification

Copy ()

received the application.

The POC/Student will be notified at the latest between 5-6 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 and pre-course info needed. A copy of the Letter of admission will also be sent to the nation's embassy in Sweden.

c. Application address

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

Email: Swedint@mil.se

LG/SWEDINT

Course Admin office

196 85 Kungsängen

SWEDEN

Or using FAX: +46 10 82 526 20

Gray, Richard

Klicka här för att ange befattning.

Handlingen är fastställd i Försvarsmaktens elektroniska dokument- och ärendehanteringssystem.



Kallelse

Date
2025-06-11

Designation
FM2025-15542:1

Page 10 (16)

Security classification

Copy ()

Distribution list

NCGM Member Nations

Denmark

SME WG REP

[FKO-U-STY203@mil.dk](mailto:Fko-U-STY203@mil.dk)

fko-u-kor211@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

cstromsmo@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 STRA

charlotte.isaksson@mil.se

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



Kallelse

Date
2025-06-11

Designation
FM2025-15542:1

Page 11 (16)

Security classification

Copy ()

SME WG REP
ADF GPS

karen.such@defence.gov.au
Crystal.mclaughlin@defence.gov.au
genderpeace.security@defence.gov.au

NATO

ACO GENAD Office
ACO GENAD

SHAPESAGGENFMB@shape.nato.int
sheri.lattermore@shape.nato.int
lucia.rovnakova@shape.nato.int
beatriz.pino@shape.nato.int
Stijn.VANDENBOSCH@shape.nato.int
Lennie.rouxlejalle@act.nato.int
Megan.huber2@act.nato.int
dgims.genad@hq.nato.int

ACT GENAD
ACT GENAD
IMS GENAD Office
IMS GENAD
JFC Norfolk GENAD
JFC Naples GENAD
JFC Naples GENAD
JFC Brunssum GENAD
JFC Brunssum GENAD
NMI GENAD
JWC POC
JWC Lead GFP
JFTC Lead GFP
JALLC Lead GFP
HQ SACT POC – GMO Discipline
GENDER POC JSEC
GENAD POC JSEC
WPS Office

Richard.pountney@jfcnf.nato.int
denise.ILKAY@jfcnp.nato.int
fani.giannousi@jfcnp.nato.int

OzlemOzgul.YILMAZ@jfcbs.nato.int
Melissa.MARSHALL@nmi.nato.int
bentInge.Sveen@jwc.nato.int
Sarah.Denieul@jwc.nato.int
Alan.Cole@jftc.nato.int
Ignacio.Fonseca@jallc.nato.int
kelly.laberee-sampson@nato.int
christiane.anbuhl@jsec.nato.int
jsecgenad@jsec.nato.int
mbx.womenpeaceandsecurity@hq.nato.int
Watt.Emily@HQ.NATO.INT
nnnswedenshapepnmr@shape.nato.int
nnnswedenshapepnmr@shape.nato.int

SWE NMR to SHAPE
SWE PNMR to ACO
Partner Nation Liaison Representative
NS HQ
SHAPE PD MIC, SAP Manager
MARCOM

hugues.dechirot@nshq.nato.int
Paola.PASINI@shape.nato.int
h.hale2@mc.nato.int
J.BROTHERTON@mc.nato.int
Marydell.Westman@lc.nato.int
Katja.ROEDER@lc.nato.int

LANDCOM



Kallelse

Date
2025-06-11

Designation
FM2025-15542:1

Page 12 (16)

Security classification

Copy ()

AIRCOM

ac.genadmb@ac.nato.int

KFOR

Caitlin.DIFFLEY@ac.nato.int

genadsoadvisor@hq.kfor.nato.int

KFORHQGENADSA@hq.kfor.nato.int

KFORHQGENADCHIEF@hq.kfor.nato.int

STRIKFOR NATO

SFNCGGENAD@sfn.nato.int

jens.wahl@sfn.nato.int

Embassies

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 Colombia (Sweden)

Embassy of the Republic of the Congo (Sweden)

Embassy of the Democratic Republic of Congo (Sweden)

Embassy of Lithuania (Sweden)



Kallelse

Date
2025-06-11

Designation
FM2025-15542:1 Page 13 (16)

Security classification

Copy ()

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)
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)



Kallelse

Date
2025-06-11

Designation
FM2025-15542:1 Page 14 (16)

Security classification

Copy ()

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)
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)



Kallelse

Date
2025-06-11

Designation
FM2025-15542:1

Page 15 (16)

Security classification

Copy ()

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)
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

Arméstaben (AST)
Marinstaben (MS)
Flygstaben (FS)
Military Academy Karlberg (MHS K)
Military Academy Halmstad (MHS H)
Militärregion Mitt



Kallelse

Date
2025-06-11

Designation
FM2025-15542:1

Page 16 (16)

Security classification

Copy ()

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
diana.kopanytsia@mod.gov.ua

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