



## Kallelse

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### **INVITATION to apply for NATO Gender Advisor Course 5 – 16 June 2023 conducted by NCGM – Nordic Centre for Gender in Military Operations**

**Reply before  
2023-03-31**

## 1. Course dates & total number of seats

NATO GENAD 2 is conducted 5 – 16 June 2023. 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,

(ISK)

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operational and tactical levels. The course provides the student with a background of 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

2024

GENAD 1 (online) 12 – 23 FEB 2024

GENAD 2 (residential) 7 – 18 OCT 2024

## 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.



The first week is an individual pre-study week that consists of studying UN and NATO material, completing Advanced Distributed Learning (ADL) courses and a written pre-study assignment to be sent to NCGM. Note that pre-studies can be conducted any time after receiving the admission letter.

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, handling in assignments etc. is needed.

The GENAD Course is a very demanding Course. Participation is required full-time for the course dates.

## 8. Pre-requisites

Prior to course start, all admitted students must have completed NATO Advanced Distributed Learning (ADL) Courses: **168 Role of Gender Advisor**, **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 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 for pre-studies will be sent to admitted students.

## 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

- DCAF Article “Why and how gender is vital to Military Operations”
- ADL 169: Improving Operational Effectiveness by Integrating Gender Perspective
- DPKO /DFS Guidelines: Integrating a gender perspective into the work of the United Nations military in peacekeeping operations
- ADL 168: Role of Gender Advisors and Gender Field Advisors in Operations
- Bi SC Directive 40-1(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
- OSCE Glossary Gender terms

### 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) 6001<sup>1</sup>:

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.

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<sup>1</sup> STANAG 6001 can be found at [www.natobilc.org](http://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 have any objections against appearing on course photos or having data in course address lists etc.

### 15. Administration

#### a. Student Application

Student applications should be sent to NCGM **NLT 31 MARCH 2023**. 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/>.

The application form, authorized and signed by the national authority/POC, has to be sent to NCGM via e-mail, mail or fax.

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

#### 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 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 desired online educational platform used to provide course documents, reference material, and other important information to the students. Sessions in virtual classrooms will be conducted through MS Teams. It is highly recommended that admitted students install the latest version of MS Teams software on computer. The



use of applications on phone or iPad is not recommended since the functionality is limited on those platforms. Instructions on how to use MS Teams will be posted to admitted students on It's Learning.

NCGM will arrange accounts on It's Learning for each course 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 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 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 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 Airport 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 Defense 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 course start.

#### **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**

All participants have to bring jacket & tie for opening and closing ceremony and course dinner, Working dress or Battle dress uniform (BDU) are worn during the remainder of the course. 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](mailto:Swedint@mil.se)

#### ***Other questions***

Course Director

Daniel Bele

Mobile: +46 72 388 19 80

E-mail: [Daniel.bele@mil.se](mailto:Daniel.bele@mil.se)



## 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 at NCGM 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](mailto: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 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 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](mailto:Swedint@mil.se)

Postal address:

LG

SWEDINT & NCGM

Course Admin office

196 85 Kungsängen

SWEDEN

Or using FAX: +46 8 584 526 20





**Dufberg, Gustaf**

Comdt SWEDINT on behalf of Comdt NCGM

*Handlingen är fastställd i Försvarsmaktens elektroniska dokument- och ärendehanteringssystem.*

**Distribution list****NCGM Member Nations**

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 Finnish Defence Command, J7, PO Box 919, FI-00131 HELSINKI, Finland  
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 Finnish Army Command, G7, PO Box 145, FI-50101, MIKKELI, Finland  
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Norwegian Defence International Centre, NODEFIC, Norway [post.fhs@mil.no](mailto:post.fhs@mil.no)  
[Norwegian Defence Personnel Agency, Norway postmottak@mil.no](mailto:Norwegian Defence Personnel Agency, Norway postmottak@mil.no)  
[Swedish Armed Forces, Henry Bengtsson, henry.bengtsson@mil.se](mailto:Swedish Armed Forces, Henry Bengtsson, henry.bengtsson@mil.se)  
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SWAF HQ, FST GEN UTB  
 SWAF HQ, FST STRA IR

**NCGM SMEs**

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Sweden	Matilda Lidström Dougnac	<a href="mailto:matilda.lidstrom-dougnac@mil.se">matilda.lidstrom-dougnac@mil.se</a>

**NATO**

Supreme Allied Commander Transformation/SACT (United States) Att: ACT GENAD 7857  
 Blandy Road Suite 100 Norfolk VA 23551-2490 USA  
 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)

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JFC Brunssum GENAD

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JWC GENAD

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GENAD POC

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SWE PNMR to ACO

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Partner Nation Liaison Representative

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LANDCOM

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AIRCOM

[frederic.remy@ac.nato.int](mailto:frederic.remy@ac.nato.int)

## Embassies

Embassy of Afghanistan (Sweden)

Embassy of Albania (Sweden)

Embassy of Algeria (Sweden)

Embassy of Angola (Sweden)



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Embassy of Armenia (Armenia)  
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Embassy of Barbados (UK)  
Embassy of Belgium (Sweden)  
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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  
Militärregion Norr  
Militärregion Syd  
Militärregion Väst

## **Internal Guard's regiment**

LG Regstab G1  
IntUtbe  
LG SWEDINT  
Comdt SWEDINT

## **Others**

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Lt. Col. Sorin Babara, Moldovian MoD,  
Tamar Lobjanidze, UN Women Georgia  
Captain Nick mathews, Directorate of Gender,  
peace and Security (AU)  
PSOTC LTC Damir Alibasic  
Portugal National POC  
PNMR Azerbaijan  
PSOTC LTC Damjan Sukara