Mailing List

Your reference	Your date	Your designation

Our reference	Our previous date	Our previous designation
Matz Palm, Matz.Palm@mil.se, +46 70-618 88 73		

Invitation to apply for NATO Gender Focal Point Online Course 08 March – 10 MAR 2022 conducted by the Nordic Centre for Gender in Military Operations (NCGM)

Reply before 14-01-22

1. Course purpose

The NATO Approved Gender Focal Point (GFP) Course aims at enabling personnel to perform successfully as GFP. It focuses on the GFPs function in strengthening the Gender Advisory Structure and the GFPs responsibilities in assisting their respective chain of command/functional area with the mainstreaming of gender perspective in all core/mandated tasks.

2. Target Audience

- Dual-hatted GFPs in international or national NATO structures on tactical level (in peace or crisis establishments);
- persons who will be posted or deployed as GFPs or;
- OR-6 up to OF-4 and/or civilian equivalents assigned to NATO HQs and agencies, missions and operations; NATO Allies and Partner nations
- Language proficiency: 3-2-3-2 (in accordance with STANAG 6001)

(ENY)

Mailing Address	Visiting Address	Telephone	Fax	E-mail, Internet
Livgardet	Granhammar	+46 8 584 540 00	+46 8 584 540 80	exp-lg@mil.se
SE-196 85 Kungsängen				www.forsvarsmakten.se/livgardet
SWEDEN				

Kallelse

Date
29-11-21

Designation
FM2021-22683:2   Page 2 (13)

Security classification

Copy   ( )

3.   Learning objectives

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

- Facilitate integration of gender perspectives within chain of command/own functional area.
    - o Provide advice on the integration of gender perspectives in all activities within the chain of commands' / functional area of responsibility.
    - o Discuss CRSV in relation to chain of commands' / functional area of responsibility.

- Support co-operation with relevant internal and external stakeholders to your chain of command / functional area of responsibility.
    - o Liaise with external organizations to assist with the implementation of gender perspectives.
    - o Develop working relationships, within own organization, to assist with the chain of commands' integration of gender perspectives.
    - o Maintain functional dialogue with GENAD.

- Support the monitoring and reporting of gender integration within your chain of commands' / functional area of responsibility.
    - o Maintain a monitoring function.
    - o Report on data in reports for integration of gender perspectives.
    - o Contribute to the lessons learned process.

4.   Method

The GFP course will be conducted online and consist of interactive lectures, individual tasks and case studies. The methods used are based on the principles of adult learning allowing the participants to be actively engaged and process new information and knowledge in the best possible ways. Dedicated instructors will support the learning process and navigate the participants in their syndicate work and in their individual learning process.

Participation requires 100 % commitment.

5.   Pre-requisites

Prior to course start, all admitted students must have completed NATO Advanced Distributed Learning (ADL) Courses **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

Kallelse

Date
29-11-21

Designation
FM2021-22683:2 Page 3 (13)

Security classification

Copy   ( )

student does not provide course certificates for ADL 169 and 171, demonstrating that he or she has completed the courses, he or she cannot successfully complete the GFP online course.

The *NATO ACO Gender Functional Planning Guide* must be read before course start.

More detailed instructions for pre-studies will be sent to admitted students.

6.   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.

7.   Language proficiency

Students must be in command of English as described in NATO standardization agreement (STANAG) 6001[1]:

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.

8.   Computer skills

Basic computer skills are necessary as this is an online course. **NCGM** training and information management relies heavily on our computer information system and online platforms.

Admitted students have to have stable internet connection, webcam and microphone to be able interact during the course.

---

[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.

Kallelse

Date
29-11-21

Designation
FM2021-22683:2   Page 4 (13)

Security classification

Copy   (   )

9.   Security classification

The content of this course is: UNCLASSIFIED.

10.   NCGM policy on personal data

In order to get 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.

11.   Administration

a.   Student Application

Student applications should be sent to **NCGM** NLT *14 JAN 2022*. The application form with CV / 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 together with the CV 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 online 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.

The online educational platform used to provide course documents, reference material and other important information to the students is called *It´s Learning*. Platform used for sessions in virtual classrooms will be informed later.

Kallelse

Date
29-11-21

Designation
FM2021-22683:2 Page 5 (13)

Security classification

Copy   ( )

NCGM will arrange accounts 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 fees

The course is free of charge.

h. Subsidies

Not applicable on online courses.

i. Dress code

Civilian casual/daily uniform.

12.   CONTACT AND APPLICATION

a. POC

Administration and Logistics
Course Admin Office
+46 8 584 526 21/22/24/25/27

Kallelse

Date
29-11-21

Designation
FM2021-22683:2   Page 6 (13)

Security classification

Copy   ( )

Swedint@mil.se

Other questions
Course Director
Matz Palm
Mobile: + 46 70 618 88 73
E-Mail: matz.palm@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 and CV under Related Documents. When the application form and CV has been filled in, authorized and signed by the national authority/POC, it should be sent to Swedint@mil.se. 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 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.

c. Application address

Address to be used for Student Applications is as follows:

Email: Swedint@mil.se

LG
SWEDINT & NCGM
Course Admin office
196 85 Kungsängen
SWEDEN

Or using FAX: +46 8 584 526 20

Kallelse

Date
29-11-21

Designation
FM2021-22683:2   Page 7 (13)

Security classification

Copy   ( )

Östman, Peter

Comdt NCGM

Handlingen är fastställd i Försvarsmaktens elektroniska dokument- och ärendehanteringssystem.

Kallelse

Date
29-11-21

Designation
FM2021-22683:2   Page 8 (13)

Security classification

Copy   (   )

Mailing List

NCGM Member Nations

Danish Armed Forces Operational Command, Denmark
Danish Defence Personnel Organisation, NATO & INTOPS Branch, Denmark
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 Air force 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
Norwegian Defence Staff, postmottak@mil.no
Norwegian Joint Headquarters, postmottak@mil.no
Norwegian Defence International Centre, NODEFIC, post.fhs@mil.no
Norwegian Defence Personnel Agency, fpvs.kontakt@mil.no
SWAF HQ, Henry Bengtsson, henry.bengtsson@mil.se
SWAF HQ, Elin Malmsköld, elin.malmskold@mil.se
SWAF HQ, LEDS INRI Ir
SWAF HQ, PROD

NCGM SMEs

Canada	Alana Husson	ALANA.HUSSON@forces.gc.ca
Denmark	Jesper Lynge	fko-u-chpla3@fiin.dk
Finland	Esa Janatuinen	Esa.Janatuinen@mil.fi
Netherlands	Ella van den Heuvel	pn.vd.heuvel@mindef.nl
Norway	Per-Roe Petlund	ppetlund@mil.no
Sweden	Matilda Lidström Dougnac	matilda.lidstrom-dougnac@mil.se

NATO
Supreme Allied Commander Transformation/SACT (United States)
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)
ACO GENAD   Sanja.PEJOVIC@shape.nato.int

Kallelse

Date
29-11-21

Designation
FM2021-22683:2   Page 9 (13)

Security classification

Copy   ( )

Stijn.VANDENBOSCH@shape.nato.int

ACT Discipline POC (other)	Sadig.farzaliyev@act.nato.int
ACT GENAD	Lauranne.bureau@act.nato.int
IMS GENAD	Prudhoe.Katherine@hq.nato.int borkstett.isabel@hq.nato.int
JFC Naples GENAD	liam.clancy@jfcnp.nato.int
JFC Brunssum GENAD	Manuel.MORENOSANTOS@jfcbs.nato.int
JWC GENAD	BentInge.Sveen@jwc.nato.int
	Sarah.Denieul@jwc.nato.int
GENAD POC	Fisnik.shtini@act.nato.int
SWE NMR to ACO	nnnswedenshapepnmr@shape.nato.int
Partner Nation Liaison Representative (PNLR), NATO HQ SACT	olle.mobergh@act.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 Bahrain (UK)
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 Burundi (Germany)
Embassy of Cambodia (UK)
Embassy of Cameroon (UK)

Kallelse

Date
29-11-21

Designation
FM2021-22683:2   Page 10 (13)

Security classification

Copy   ( )

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 Costa Rica (Norway)

Embassy of Côte d'Ivoire (Denmark)

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)

Kallelse

Date
29-11-21

Designation
FM2021-22683:2   Page 11 (13)

Security classification

Copy   ( )

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 Jordan (Germany)
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 Montenegro (Montenegro)
Embassy of Morocco (Sweden)
Embassy of Mozambique (Sweden)
Embassy of Namibia (Sweden)
Embassy of Nepal (Denmark)
Embassy of the Netherlands (Norway)
Embassy of Norway (Sweden)
Embassy of New Zealand (Belgium)
Embassy of Nicaragua (Sweden)
Embassy of Niger (Germany)
Embassy of Nigeria (Sweden)

Kallelse

Date
29-11-21

Designation
FM2021-22683:2   Page 12 (13)

Security classification
Copy   ( )

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 Swaziland (UK)
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 Kingdom (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)

Kallelse

Date
29-11-21

Designation
FM2021-22683:2   Page 13 (13)

Security classification

Copy   ( )

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 Guards regiment
LG Regstab G1
IntUtbE
LG SWEDINT
CO SWEDINT

Others

S.Agterhuis@mindef.nl

sorin.babara@army.md

tamar.lobjanidze@unwomen.org

iveta.gogava@unwomen.org