



## Meddelande

Date  
18-01-19

Designation  
FM2018-20422:5 Page 1 (5)

Your reference

Your date

Your designation

Our reference

Our previous date

Our previous designation

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### **Invitation to Operations Planning Seminar for Experts 2019 (OPSEM 19)**

**Reply before  
25-04-19**

#### **1. Introduction**

On 21-22 May 2019, Swedish Armed Forces International Centre (SWEDINT) will conduct OPSEM 19 at the Life the Guards Regiment in Kungsängen, Sweden.

#### **2. Purpose**

The purpose is to create an arena where experienced, long term horizon (J5), operations planners and teachers can network, discuss and enhance own knowledge of NATO Operations Planning Process (OPP) on the Military Strategic and Operational Level.

#### **3. Target Audience**

OPSEM 19 is a seminar for experts, where knowledge of the OPP is a requirement. Typically the participants should represent a Strategic/Joint/Single Service HQs, a NATO Partnership Education and Training Centre (PTEC) or a Command and Staff College.

#### **4. Method**

Selected speakers from NATO Command Structure (NCS), NATO Force Structure (NFS), NATO School Oberammergau (NSO) and other entities will present experiences related to collaboration among levels, status of guiding documents and share how parts of the OPP is conducted in the respective HQs.

(CK)

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



The final schedule is always a result of the support we are able to attract, and OPSEM 19 will be built on the iteration in 2018 which in overall received very good feedback from the participants.

#### 5. Security Classification

OPSEM 19 is UNCLASSIFIED.

#### 6. SWEDINT policy on personal data

In order to register to OPSEM 19 you will be asked to provide personal data. In doing so you are also giving your consent to the processing and storing of your personal data for official use at SWEDINT. You will also be expected to clearly state to SWEDINT staff if you have any objections against appearing on the seminar photo or have your data in the seminar address list etc.

#### 7. Administration

##### a. Costs

OPSEM 19 is free of charge, but participants will pay for travel, meals and accommodation.

##### b. Accommodation

Single room accommodation is arranged for all international participants through SWEDINT in the Garrison Student Hotel (SEK 799.- a night). Swedish personnel will not be offered residential accommodation due to limited availability of rooms.

##### c. Dress Code

Military personnel: Battle Dress Uniform (BDU).  
Civilians: Casual

#### 8. Registration Information

##### a. Registration deadline

Registration form should be submitted to SWEDINT **no later than 25 April 2019**. If demand is higher than available seats, participants will be selected by the OPSEM Director on basis of work title, organization and nationality (if nominated by a national HQ).



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### b. Point of Contact

Administration  
Seminar Admin Office  
+46 8 584 526 24/(mob) +46 768 155 872  
E-mail: [christine.kurzeja@mil.se](mailto:christine.kurzeja@mil.se)

Other questions  
OPSEM Director  
LTC (NOR) Pål Straete  
Mobile: + 46 73 324 74 72  
E-mail: [pal.straete@mil.se](mailto:pal.straete@mil.se)

### c. Registration Procedure

The registration form can be found on [www.mil.se/swedint](http://www.mil.se/swedint)  
Under *Seminar & Workshop Registration*, you will find OPSEM 19 listed,  
together with all relevant documents. Please ensure that a Request for  
Visit (RFV) is submitted in due time. The general rule is that the RFV  
should be received 21 days prior to arrival.

When the Registration Form is received, a receipt will be issued by  
Seminar Admin Office.

When someone is granted a seat on OPSEM 19, the individual will receive  
a *Letter of Admission*, guaranteeing that a seat is reserved.

### d. Registration Address

Email: [swedint@mil.se](mailto:swedint@mil.se) or FAX: +46 8 584 526 20

## 9. Further information

Additional information related to OPSEM 19 will be published on  
[www.mil.se/swedint](http://www.mil.se/swedint) when available. The final schedule is planned to be  
available NLT 15 April 2019.

**Nilsson, Ronny**

CO SWEDINT



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

### Mailing list

Norwegian Defence International Centre, NODIFIC, Norway  
Försvarshögskolan, Stockholm [registrator@fhs.se](mailto:registrator@fhs.se)  
Forsvaret högskole, Oslo [post.fhs@mil.no](mailto:post.fhs@mil.no)  
Forsvarsakademiet, Copenhagen [fak@fak.dk](mailto:fak@fak.dk)  
Finnish National Defence University [kirjaamo.mpkk@mil.fi](mailto:kirjaamo.mpkk@mil.fi)  
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Värnfälles Forsvarskommando, Danmark [vfk@mil.dk](mailto:vfk@mil.dk)  
EU Military Staff, Brussels [eums.info@eeas.europa.eu](mailto:eums.info@eeas.europa.eu)  
Baltic Defence College, Tartu, Estonia [info@baltdefcol.org](mailto:info@baltdefcol.org)  
Allied Land Command, Izmir [lc.registry@lc.nato.int](mailto:lc.registry@lc.nato.int)  
Allied Maritime Command, Northwood [PublicAffairs@mc.nato.int](mailto:PublicAffairs@mc.nato.int)  
Allied Air Command, Ramstein [HQAIRCOMCentralRegistry@airn.nato.int](mailto:HQAIRCOMCentralRegistry@airn.nato.int)  
NATO Special Operations Headquarters [stian.sjosaasen@nshq.nato.int](mailto:stian.sjosaasen@nshq.nato.int)  
C2 Centre of Excellence, Utrecht, NLD [c2coe@c2coe.org](mailto:c2coe@c2coe.org)  
NATO Joint Warfare Centre, Stavanger, NOR [stein.moen@jwc.nato.int](mailto:stein.moen@jwc.nato.int)

### NATO Nations

Embassy of Albania (Sweden)  
Embassy of Embassy of Belgium (Sweden)  
Embassy of Bulgaria (Sweden)  
Embassy of Canada (Sweden)  
Embassy of Croatia (Sweden)  
Embassy of the Czech Republic (Sweden)  
Embassy of Denmark (Sweden)  
Embassy of Estonia (Sweden)  
Embassy of France (Sweden)  
Embassy of Germany (Sweden)  
Embassy of Greece (Sweden)  
Embassy of Hungary (Sweden)  
Embassy of Iceland (Sweden)  
Embassy of Italy (Sweden)  
Embassy of Latvia (Sweden)  
Embassy of Lithuania (Sweden)  
Embassy of Luxembourg (Denmark)  
Embassy of The Nederland's (Norway)  
Embassy of Norway (Sweden)  
Embassy of Poland (Sweden)  
Embassy of Portugal (Sweden)



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Embassy of Romania (Sweden)  
Embassy of Slovakia (Sweden)  
Embassy of Slovenia (Denmark)  
Embassy of Spain (Sweden)  
Embassy of Turkey (Sweden)  
Embassy of the United Kingdom (Sweden)  
Embassy of the United States (Sweden)

SWE PLT for distribution to SHAPE and other PLT and NMRs.  
Distribution via E-mail to: [jarl.franzen@shape.nato.int](mailto:jarl.franzen@shape.nato.int)  
(For courses announced in i ePRIME).

Partner Nation Liaison Representative (PNLR), NATO HQ SACT

Distribution via E-mail: [hans.granlund@act.nato.int](mailto:hans.granlund@act.nato.int)  
NATO HQ SACT. JETE TREX, OPR Partners via E-mail:  
[mikael.johnsson@act.nato.int](mailto:mikael.johnsson@act.nato.int)  
JCS J7 MN/ACT via E-mail: [karl.p.krohn.fm@mail.mil](mailto:karl.p.krohn.fm@mail.mil)

### Info

Ministry of Foreign Affairs, Sweden  
Ministry of Defence, Sweden

Swedish Armed Forces HQ	Attn:	- Defence Staff, International Relations Section LEDS INRI IR
	Attn:	- COS Operations, J1-J9, LCC, ACC, MCC
	Attn:	- Armed Forces Training & Development Staff Management Department (PROD GEN)
	Attn:	- Recruitment, Training & Evaluation Department (PROD UTB)
Military Academy Karlberg (MHS K)	Attn:	Gisela Nilsson FMUE (ePRIME)

Internal SWEDINT  
CO Nordic Centre for Gender in Military Operations