



Kallelse

Date
04-02-21

Designation
FM2020-26645:2 Page 1 (9)

Your reference

Your date

Your designation

Our reference

LCDR Elena Ojala
+46 70 848 54 14
elena.ojala@mil.se

Our previous date

Our previous designation

Invitation Letter to apply for Gender Advisor (online)
Course 17– 28 May 2021 conducted by the Nordic Centre
for Gender In Military Operations (NCGM)

Reply before
30-03-21

1. 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, 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.

2. 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.

(LF)

Mailing Address

Livgardet

SE-196 85 Kungsängen

SWEDEN

Visiting Address

Granhammar

Telephone

+46 8 584 540 00

Fax

+46 8 584 540 80

E-mail, Internet

exp-lg@mil.se

www.forsvarsmakten.se/livgardet



Kallelse

Date
04-02-21

Designation
FM2020-26645:2 Page 2 (9)

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.

3. 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 Gender Based Violence (CRSGBV) 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

4. Method

The course is a three-week course. The first week is an individual pre-study week that consists of studying NATO and UN material, completing Advanced Distributed Learning (ADL) courses and a written pre-study assignment to be sent to NCGM. The two-week online course consists of lectures, facilitated discussions and individual and syndicate work presentations. The course will be interactive and every student is expected to take part in discussions, exercises and syndicate work.

5. 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 online course.

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: 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

This is an online course requiring basic computer skills. NCGM training and information management relies heavily on our computer information systems and online platforms. Admitted students must have stable internet connection, webcam and microphone to be able interact during the course.

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 data stated in the application form, and the information will only be used for course related administration. None of the applicant’s personal data will be handed over to any other authority, organization or country. The applicant can withdraw the consent for the Swedish Armed Forces to use this information.

11. Administration

a. Student Application

Student applications should be sent to NCGM NLT **30 March 2021**. 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/>.



Kallelse

Date
04-02-21

Designation
FM2020-26645:2 Page 4 (9)

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.

Applications received later will only be considered if seats are 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 *itslearning*. Platform used for sessions in virtual classrooms will be informed later.

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.



Kallelse

Date
04-02-21

Designation
FM2020-26645:2 Page 5 (9)

g. Course fees

The course is free of charge.

h. Subsidies

Not applicable to 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 21/22/24/27
Swedint@mil.se

Other questions

Course Director
LCDR Elena Ojala
+46 70 8485414
elena.ojala @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



Kallelse

Date
04-02-21

Designation
FM2020-26645:2 Page 6 (9)

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
04-02-21

Designation
FM2020-26645:2 Page 7 (9)

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
Finnish Army Command, G7, PO Box 145, FI-50101, MIKKELI, Finland
Finnish Navy Command, M7, PO Box 58, FI-20811, TURKU, Finland
Finnish Airforce Command, A7, PO Box 30, FI-41161, TIKKAKOSKI, Finland
Finnish National Defence University (FINCENT), PO Box 7, FI-00861, Finland
Norwegian Defence Staff, Norway forsvaret@mil.no
Norwegian Joint Headquarters, Norway forsvaret@mil.no
Norwegian Defence International Centre, NODEFIC, Norway post.fhs@mil.no
Norwegian Defence Personnel Agency, Norway fpvs.kontakt@mil.no
Swedish Armed Forces, Fredrik Lindvall, fredrik.s.lindvall@mil.se
Swedish Armed Forces, Elin Malmsköld, elin.malmskold@mil.se
SWAF HQ, LEDS INRI Ir
SWAF HQ, PROD
SWE PNMR to ACO nnswedenshapepnmr@shape.nato.int
SWE PNMR to ACO Olle.mobergh@act.nato.int

NCGM SMEs

Canada	Josée Robidoux	JOSEE.ROBIDOUX2@forces.gc.ca
Denmark	Besare Selmani	FKO-U-PLA309@mil.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
ACT Discipline POC	Sadig.farzaliyev@act.nato.int
ACT GENAD	Karine.arnaud@act.nato.int
IMS GENAD	brierley.yvonnemarie@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 ,



Kallelse

Date
04-02-21

Designation
FM2020-26645:2 Page 8 (9)

Sarah.Denieul@jwc.nato.int

WPS Office
GENAD POC

eric.cain@caoct.nato.int
Fisnik.shtini@act.nato.int

Embassies

Embassy of Australia (Sweden)
Embassy of Austria (Sweden)
Embassy of Belgium (Sweden)
Embassy of Bulgaria (Sweden)
Embassy of Canada (Sweden)
Embassy of Lithuania (Sweden)
Embassy of the Grand Duchy of Luxembourg (Denmark)
Embassy of Croatia (Sweden)
Embassy of Cyprus (Sweden)
Embassy of the Czech Republic (Sweden)
Embassy of Denmark (Sweden)
Embassy of Estonia (Sweden)
Embassy of France (Sweden)
Embassy of Finland (Sweden)
Embassy of Georgia (Sweden)
Embassy of Germany (Sweden)
Embassy of Greece (Sweden)
Embassy of Hungary (Sweden)
Embassy of Iceland (Sweden)
Embassy of Ireland (Sweden)
Embassy of Malta (Denmark)
Embassy of Italy (Sweden)
Embassy of Latvia (Sweden)
Embassy of Serbia (Sweden)
Embassy of Malta (Denmark)
Embassy of the Republic of Moldova (Sweden)
Embassy of Montenegro (Montenegro)
Embassy of the Netherlands
Embassy of Norway (Sweden)
Embassy of New Zealand (Belgium)
Embassy of Poland (Sweden)
Embassy of Portugal (Sweden)
Embassy of Slovakia (Sweden)
Embassy of Slovenia (Denmark)
Embassy of Spain (Sweden)
Embassy of Switzerland (Sweden)
Embassy of Turkey (Sweden)
Embassy of Ukraine (Sweden)
Embassy of the United Kingdom (Sweden)



Kallelse

Date
04-02-21

Designation
FM2020-26645:2 Page 9 (9)

Embassy of the United States (Sweden)
Permanent Mission of Sweden to the UN (New York, US)

Sweden

AST
Military Academy Halmstad (MHS H)
Military Academy Karlberg (MHS K)
MR Mitt
MR Norr
MR Syd
MR Väst

Internal Life Guard Regiment

LG Regstab G1
IntUtbE
CO SWEDINT
LG SWEDINT

Others

S.Agterhuis@mindef.nl

Östman, Peter

CO NCGM

Handlingen är fastställd i Försvarsmaktens elektroniska dokument- och ärendehanteringssystem.