



## Kallelse

Date  
04-02-21

Designation  
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Your reference

Your date

Your designation

Our reference

Our previous date

Our previous designation

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

**Invitation to apply for Gender Focal Point (online) Course  
1-3 June 2021 conducted by the Nordic Centre for Gender  
in Military Operations (NCGM)**

**Reply before  
09-04-21**

### **a. 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.

### **b. 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)

### **c. Learning Objectives**

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

(LF)

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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				



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- Facilitate integration of gender perspectives within chain of command/own functional area.
  - Provide advice on the integration of gender perspectives in all activities within the chain of commands' / functional area of responsibility.
  - Discuss CR-SGBV 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.
  - Liaise with external organizations to assist with the implementation of gender perspectives.
  - Develop working relationships, within own organization, to assist with the chain of commands' integration of gender perspectives.
  - Maintain functional dialogue with GENAD.
- Support the monitoring and reporting of gender integration within your chain of commands' / functional area of responsibility.
  - Maintain a monitoring function.
  - Report on data in reports for integration of gender perspectives.
  - Contribute to the lessons learned process.

### d. 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.

### e. 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 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.

## **f. 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.

## **g. 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.

## **h. 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.

## **i. Security classification**

The content of this course is: UNCLASSIFIED.

## **j. 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.

## **k. Administration**

### **a. Student Application**

Student applications should be sent to NCGM NLT **9 APR 2021**. The application form with CV/registration form will be found at:

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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.



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<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.

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



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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.

## **I. CONTACT AND APPLICATION**

### **a. POC**

#### *Administration and Logistics*

Course Admin Office  
+46 8 584 526 21/22/24/27  
[Swedint@mil.se](mailto: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](mailto: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.



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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](mailto:Swedint@mil.se)

LG  
SWEDINT & NCGM  
Course Admin office  
196 85 Kungsängen  
SWEDEN

Or using FAX: +46 8 584 526 20



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## 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](mailto:forsvaret@mil.no)  
Norwegian Joint Headquarters, Norway [forsvaret@mil.no](mailto:forsvaret@mil.no)  
Norwegian Defence International Centre, NODEFIC, Norway [post.fhs@mil.no](mailto:post.fhs@mil.no)  
Norwegian Defence Personnel Agency, Norway [fpvs.kontakt@mil.no](mailto:fpvs.kontakt@mil.no)  
Swedish Armed Forces, Fredrik Lindvall, [fredrik.s.lindvall@mil.se](mailto:fredrik.s.lindvall@mil.se)  
Swedish Armed Forces, Elin Malmsköld, [elin.malmskold@mil.se](mailto:elin.malmskold@mil.se)  
SWAF HQ, LEDS INRI Ir  
SWAF HQ, PROD  
SWE PNMR to ACO [nnswedenshapepnmr@shape.nato.int](mailto:nnswedenshapepnmr@shape.nato.int)  
SWE PNMR to ACO [Olle.mobergh@act.nato.int](mailto:Olle.mobergh@act.nato.int)

### NCGM SMEs

Canada	Josée Robidoux	<a href="mailto:JOSEE.ROBIDOUX2@forces.gc.ca">JOSEE.ROBIDOUX2@forces.gc.ca</a>
Denmark	Besare Selmani	<a href="mailto:FKO-U-PLA309@mil.dk">FKO-U-PLA309@mil.dk</a>
Finland	Esa Janatuinen	<a href="mailto:Esa.Janatuinen@mil.fi">Esa.Janatuinen@mil.fi</a>
Netherlands	Ella van den Heuvel	<a href="mailto:pn.vd.heuvel@mindef.nl">pn.vd.heuvel@mindef.nl</a>
Norway	Per-Roe Petlund	<a href="mailto:ppetlund@mil.no">ppetlund@mil.no</a>
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) 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	<a href="mailto:Sanja.PEJOVIC@shape.nato.int">Sanja.PEJOVIC@shape.nato.int</a>
ACT Discipline POC	<a href="mailto:Sadig.farzaliyev@act.nato.int">Sadig.farzaliyev@act.nato.int</a>
ACT GENAD	<a href="mailto:Karine.arnaud@act.nato.int">Karine.arnaud@act.nato.int</a>
IMS GENAD	<a href="mailto:brierley.yvonnemarie@hq.nato.int">brierley.yvonnemarie@hq.nato.int</a>
JFC Naples GENAD	<a href="mailto:liam.clancy@jfcnp.nato.int">liam.clancy@jfcnp.nato.int</a>
JFC Brunssum GENAD	<a href="mailto:Manuel.MORENOSANTOS@jfcbs.nato.int">Manuel.MORENOSANTOS@jfcbs.nato.int</a>
JWC GENAD	<a href="mailto:BentInge.Sveen@jwc.nato.int">BentInge.Sveen@jwc.nato.int</a> ,



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[Sarah.Denieul@jwc.nato.int](mailto:Sarah.Denieul@jwc.nato.int)

WPS Office  
GENAD POC

[eric.cain@caoct.nato.int](mailto:eric.cain@caoct.nato.int)  
[Fisnik.shtini@act.nato.int](mailto: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 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 Spain (Sweden)  
Embassy of Switzerland (Sweden)  
Embassy of Turkey (Sweden)  
Embassy of Ukraine (Sweden)  
Embassy of the United Kingdom (Sweden)  
Embassy of the United States (Sweden)  
Permanent Mission of Sweden to the UN (New York, US)





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### 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](mailto:S.Agterhuis@mindef.nl)

**Östman, Peter**

**CO NCGM**

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