



Date

Designation

Page 1 (11)

Your reference

Your date

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Our reference

Our previous date

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elena.ojala@mil.se

**Reply before
10-12-20**

**Invitation to apply for Gender Focal Point (online) Course
26 -28 January 2021 conducted by the Nordic Centre for
Gender in Military Operations (NCGM)**

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)

3. Learning Objectives

- Facilitate integration of gender perspectives within chain of command/own functional area.

(PÖS)

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



- 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.

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.

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 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.

To access the NATO ADL courses online students must go and register on: https://carefully_removed_external_link_due_to_policy

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

Instructions for pre-studies will be sent to admitted students.



6. Course 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. Computer Skills

This is an online course for which the students must acquire basic computer skills.

8. Security Classification

The content of this course is UNCLASSIFIED.

9. NCGM policy on personal data

In order to get a seat on the course the applicant will be asked to provide personal data. In doing so the applicant is giving his/her consent to the processing and storing of personal data for official use at NCGM.

10. Administration

a. Student Application

Student applications should be sent **NLT 10 December 2020**. The application form, personal CV and further instructions for the application can be found at: www.mil.se/ncgm. The application form, authorized and signed by the national authority/POC, has to be sent together with the CV to NCGM via e-mail or fax.

Applications received later than 10 December 2020 will only be considered if there are seats available.

b. Information to national administrators etc.

It is important that this invitation reaches the students intended to apply for a seat at the course since it contains information that the student needs for 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. Sessions in virtual classrooms will be conducted through Adobe Connect. NCGM will create accounts for each course participant admitted to the course.

d. Point of Contact (POC)

In the application form a national point of contact (POC) must be listed and sign. The POC should be the Commander/Branch Head that approves the application.

e. Student Selection

Nations applying for more than one seat on the course are requested to indicate a prioritization of their applicants should there be more applicants than seats available on the course. If it is not done, NCGM will select the applicants it deems most qualified in relation to the qualification criteria listed in paragraph 2, target audience.

If a nation is interested in sending a student to the course but does not initially have a name of the officer in question the nation can forward an application and request a preliminary seat at the course in order to get the selection process started.

f. Code of Conduct

NCGM values good personal behaviour and respect for others regardless of religion, ethnicity, gender or sexual orientation highly. The Code of Conduct that all students to the course is expected to follow will be provided on Its Learning and discussed orally when the course starts.

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. Dress code

Civilian casual/daily uniform



11. Application

a. Application procedure

The application form can be found on www.mil.se/ncgm. 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 completed, 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 about the course, and information on how to access the online platform Its Learning and Adobe Connect used for the course.

b. Application address

Address to be used for forwarding applications is as follows:

E-mail: swedint@mil.se

Postal address:

LG/NCGM
Course Admin office
196 85 Kungsängen
SWEDEN

FAX: +46 8 584 526 20

12. Contact information

a. POC

Administration and Logistics:

Administration Office
Phone: +46 8 584 526 22/24/27
Email: swedint@mil.se

Other:

Course Director LCDR Elena Ojala
Phone: +46 708 48 54 14
Email: elena.ojala@mil.se



Date

Designation

Page 6 (11)

CO NCGM



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, Aili Ramberg, aili.ramberg@mil.se
SWAF HQ, LEDS
SWAF HQ, PROD

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 Dognac dognac@mil.se	matilda.lidstrom-

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 (other)	Sadig.farzaliyev@act.nato.int
ACT GENAD	Karine.arnaud@act.nato.int
IMS GENAD	brierley.yvonnemarie@hq.nato.int



Date

Designation

Page 8 (11)

JFC Naples GENAD
JFC Brunssum GENAD

liam.clancy@jfcnp.nato.int

Manuel.MORENOSANTOS@jfcbs.nato.in

t
JWC GENAD

BentInge.Sveen@jwc.nato.int

Sarah.Denieul@jwc.nato.int

WPS Office

Carroll.MaryCatherine@HQ.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)
Embassy of Canada (Sweden)
Embassy of Cape Verde (Austria)
Embassy of Central African Republic (Belgium)
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)



Date

Designation

Page 9 (11)

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)
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)



Date

Designation

Page 10 (11)

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)
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)



Date

Designation

Page 11 (11)

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)

Others

S.Agterhuis@mindef.nl

G 1 Life Guards

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