



Kallelse

Date
03-05-19

Designation
FM2019-10806:3 Page 1 (12)

Your reference

Your date

Your designation

Our reference

Our previous date

Our previous designation

NCGM Course Director
Major (A) Per-Roe Petlund
per-ro.e.petlund@mil.se

**Announcement to apply for Gender Advisor course at
Nordic Centre for Gender in Military Operations
October 28 to November 8, 2019**

**Reply before
09-09-19**

1. Background

The Nordic Centre for Gender in Military Operations (NCGM) was established in February 2012 as a joint Nordic Centre located in Sweden. In February 2013 NCGM was appointed as the Department Head (DH) for all NATO education and training within the discipline Gender in Military Operations.

The Gender Advisor (GENAD) course was developed in 2016 and certified as a NATO Approved course in February 2017. The GENAD course was developed in accordance with NATO Global Programming process through a Training Requirement Analysis (TRA) and a Training Need Analyses (TNA) to meet NATO operational requirements. The depth of knowledge for the GENAD course is level 400 and the successful completion of this course qualifies you as a NATO certified GENAD able to deploy or function as GENAD within NATO-led operations.

2. Course Purpose

The GENAD is the commander's specialist resource in the integration of gender perspective into planning, execution and evaluation of operations.

(JWI)

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 three week GENAD course (one week pre-study and two weeks residential) prepares the participants to function as GENAD in both Peace Time Establishment (PE) and Crisis Establishment (CE) Headquarters at strategic and operational level. The course focuses on creating a platform based on United Nations Security Council Resolution (UNSCR) 1325 and related resolutions, NATO Bi-SC Directive 40-1 and additional NATO documents, human rights and international humanitarian law and studies and research on Gender in conflict and Gender in Military Operations. This in combination with lessons identified/lessons learned and practical experience on integration into NATO comprehensive operations planning process is the foundation for the role and responsibilities of a GENAD. The course further provides the participants with the skills and competence required to act in an advisory role both in a national and international context.

At the completion of the course participants will be able to apply and advice on integrating gender perspective at strategic and operational level in key elements throughout the NATO comprehensive operations planning process.

3. Target Audience

The Gender Advisor Course is intended for Military and civilian personnel appointed or selected for Gender Advisor positions within NCS/NFS, national or multinational HQs at strategic, operational or tactical level.

To be eligible to attend the GENAD course, nominees must fulfil the following criteria:

- Officer with rank level OF 3-5 or civilian equivalent and with education minimum at Bachelor level degree (EQF 6).
- Knowledge and experience working in a multinational or national military staff or a military/police/rescue/civil mission.
- Solid experience (training on and working with) military operations planning process (NATO Comprehensive Operations Planning Directive (COPD) or national equivalent)
- Competence and skills to function in an advisory function (i.e. leadership-, communication-, analysis and assessment skills and the ability to perform under limited guidance).



4. Learning objectives

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

- Advise leadership and staff on integrating gender perspective in military operations (planning, execution and evaluation for NATO's core tasks: collective defence, crisis management and cooperative security).
- 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 in the role as Gender Advisor.
- Contribute to the planning, execution and evaluation phases of operations with gender products, analysis, assessments and recommendations.

5. Method

The course is a three week course. The first week is an individual pre-study week that consists of studying UN and NATO reference material, completing Advanced Distributed Learning (ADL) courses and completing a written pre study assignment to be sent to NCGM before the residential course. The written assignment is described in the pre-study assignment that is forwarded to participants after admittance to the course. The pre-study week is later followed by a two week residential course at NCGM from **28th October to 8th November 2019**. Expect one day in the weekend at the residential course to include some preparation work.

The residential course builds on the knowledge obtained in the individual pre-study week and consists of lectures, facilitated discussions, practical exercises and case studies. Discussions and tasks during the residential course will take place in both plenary and syndicates. The course is designed to be very interactive and every participant must take an active part in all modules and share own experiences and points of view.

6. References

United Nations Security Council Resolution 1325 and related UNSCRs

Bi SC Directive 40-1 October 2017, "Integrating UNSCR 1325 and Gender Perspective into the NATO Command Structure"

Allied Command Operations (ACO), "Gender Functional Planning Guide"

NATO Education and training plan for Gender in Military Operations



7. Student assessment

The students will be assessed through formative assessments during plenary and syndicate work and a final summative assessment (Exam). The pre-study assignment is part of the overall assessment. In the final summative assessment students are expected to demonstrate the ability to conduct an operations relevant gender analysis, advice on how to integrate gender perspective and recommend actions based on their analysis. The exam is comprised of a written and an oral part.

A course certificate with the grades “Successfully completed” or “Participated” will be presented to the participants.

8. Language proficiency

Students must be in command of English as described in NATO standardization agreement (STANAG) 6001¹:

Listening: Professional (3), Speaking: Functional (2), Reading: Professional (3),

Writing: Functional (2)

Language testing is a national responsibility.

No additional training or translation will be provided.

9. Computer skills

Basic computer skills are necessary. Training and information management relies heavily on our computer information system.

10. Security classification

The content of this course is: UNCLASSIFIED

11. Policy on personal data

In order to get a seat on a course at NCGM the applicant is asked to provide personal data. In doing so the applicant are giving consent to the processing and storing of personal data for official use at NCGM. The student if admitted must **clearly state** to NCGM staff during the residential course if the student have any objections against appearing on course photos or having data in course address lists etc.

¹ STANAG 6001 can be found at www.natobilc.org. NCGM acknowledges that this standard may not apply to non-NATO states. It is however a reasonably good way of describing language skills.



12. Administration

a. Student Application

Student applications should be sent to NCGM NLT **9 September 2019**. **Applications received later will only be considered, if space is available.** The application form and personal CV can be found at:
www.forsvarsmakten.se/en/swedint/courses-at-swedint-and-how-to-apply.

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.

b. Information to national administrators etc:

It is important that this announcement reaches the student intended to apply for participation at the course since it contains information that the student needs in the application process.

c. Internet access before the course

Prior to joining this course at NCGM students will need access to internet in order to access documents that NCGM provides on its web page before the residential course begins, such as pre-study assignment, course curriculum, schedule, welcome letter, application form etc.

d. Point of Contact (POC)

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

e. Student selection

Nations applying for more than one slot on the course are requested to indicate a prioritization of their applicants should there be more applicants than seats available on the course. This is in order not to delay the selection process. If it is not done, NCGM will select the applicants it deems most qualified in relation to the qualification criteria listed in paragraph 3, 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 has high focus 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 at NCGM. In case of violations of the code of conduct NCGM reserves the right to exclude the student from the course leading to immediate repatriation.

g. Course fees

The course fee is SEK 12,000 per student. This includes board and lodging, and transfer from and to Arlanda/Bromma Airport in Stockholm/Sweden.

The course fee can be paid either by credit card by the individual applicant upon arrival at NCGM or by invoice prepared before the residential course. Additional information concerning payment and whether your applicant(s) has been admitted to the course will be sent to the POC listed on the application form and to the admitted student as soon as the procedure regarding applications is finalized normally 4-6 weeks prior to the beginning of the residential course.

1. Nordic Defense Cooperation (NORDEFECO) students pay according to each nation's administrative regulations and according to the NORDEFECO agreement.
2. Swedish Armed Forces students pay according to the normal administrative regulations for domestic courses.

Salaries, allowances and travel costs are to be paid by national authorities of the sending nation in accordance with national regulations.



h. Subsidies

Subsidized student slots are available on request by the nominating nations and decided on a case-by-case basis by the Swedish Ministry for Foreign affairs (MFA). It is important that the student marks the application form clearly if applying for a subsidized course seat. If the subsidy box is not checked in the application form NCGM will assume that no subsidies are applied for.

Information about whether subsidy is granted will be given in the letter of admission that is sent out 4-6 weeks prior to the course start.

i. Accommodation

Single room accommodation is arranged for all course participants through NCGM at the Life Guards student hotel which is located within the military base. Internet Wi-Fi for personal electronic devices is available at the student hotel. Students may also be accommodated in nearby hotels outside the regiment. In that case transportation will be arranged by NCGM.

j. Dress code

All participants have to bring jacket & tie for opening and closing ceremony and course dinner, Working dress or Battle dress uniform (BDU) are worn during the remainder of the course. Participants are encouraged to bring clothes for physical training (remember in-door training shoes for the gym), as well as civilian clothes for Swedish weather conditions.



13. CONTACT AND APPLICATION

a. POC

Course Director

Major (A) Per-Roe Petlund

Phone: +47 97 04 12 77

Email: swedint@mil.se

Administration – Course Coordinator

Ms. Ingrid Forss

Email: swedint@mil.se

b. Application procedure

The application form can be found on the Internet at

www.forsvarsmakten.se/en/swedint/courses-at-swedint-and-how-to-apply.

Look for writable application form and writable student CV under Documents right side on the page.

When the application form and CV has been completed, authorized and signed by the national authority/POC, it should be sent to NCGM. 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 between 4-6 weeks before the course begins whether 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 the pre-study material.

A copy of the Letter of admission will also be sent to the nation's embassy in Sweden as well as to the Swedish Embassy in the applying country.

c. Mailing address for forwarding of application

Address to be used for forwarding applications is as follows:

E-mail: swedint@mil.se or

FAX: +46 8 584 526 20 or

LG/SWEDINT

NCGM

Course Admin office

196 85 Kungsängen

SWEDEN

**Mailing list**

Embassy of Afghanistan (Sweden)	Embassy of Georgia (Sweden)
Embassy of Albania (Sweden)	Embassy of Germany (Sweden)
Embassy of Algeria (Sweden)	Embassy of Ghana (Denmark)
Embassy of Angola (Sweden)	Embassy of Greece (Sweden)
Embassy of Argentina (Sweden)	Embassy of Guatemala (Sweden)
Embassy of Armenia (Armenia)	Embassy of Guinea (Germany)
Embassy of Australia (Sweden)	Embassy of Honduras (Belgium)
Embassy of Austria (Sweden)	Embassy of Hungary (Sweden)
Embassy of Azerbaijan (Sweden)	Embassy of Iceland (Sweden)
Embassy of Bahrain (UK)	Embassy of India (Sweden)
Embassy of Bangladesh (Sweden)	Embassy of Indonesia (Sweden)
Embassy of Barbados (UK)	Embassy of Iran (Sweden)
Embassy of Belgium (Sweden)	Embassy of Iraq (Sweden)
Embassy of Benin (Denmark)	Embassy of Ireland (Sweden)
Embassy of Bhutan (Switzerland)	Embassy of Israel (Sweden)
Embassy of Bolivia (Sweden)	Embassy of Italy (Sweden)
Embassy of Bosnia and Herzegovina (Sweden)	Embassy of Jamaica (UK)
Embassy of Botswana (Sweden)	Embassy of Japan (Sweden)
Embassy of Brazil (Sweden)	Embassy of Jordan (Germany)
Embassy of Bulgaria (Sweden)	Embassy of Kazakhstan (UK)
Embassy of Burundi (Germany)	Embassy of Kenya (Sweden)
Embassy of Cambodia (UK)	Embassy of Kuwait (Sweden)
Embassy of Cameroon (UK)	Embassy of Kyrgyzstan (Germany)
Embassy of Canada (Sweden)	Embassy of Laos (Sweden)
Embassy of Cape Verde (Austria)	Embassy of Latvia (Sweden)
Embassy of Central African Republic (Belgium)	Embassy of Lebanon (Sweden)
Embassy of Chile (Sweden)	Embassy of Liberia (Germany)
Embassy of China (Sweden)	Embassy of Libya (Sweden)
Embassy of Colombia (Sweden)	Embassy of Lithuania (Sweden)
Embassy of Costa Rica (Norway)	Embassy of Malaysia (Sweden)
Embassy of Côte d'Ivoire (Denmark)	Embassy of Malta (Denmark)
Embassy of Croatia (Sweden)	Embassy of Malta (Denmark)
Embassy of Cyprus (Sweden)	Embassy of Mexico (Sweden)
Embassy of Denmark (Sweden)	Embassy of Mongolia (Sweden)
Embassy of Ecuador (Sweden)	Embassy of Montenegro (Montenegro)
Embassy of Egypt (Sweden)	Embassy of Morocco (Sweden)
Embassy of El Salvador (Sweden)	Embassy of Mozambique (Sweden)
Embassy of Eritrea (Sweden)	Embassy of Namibia (Sweden)
Embassy of Estonia (Sweden)	Embassy of Nepal (Denmark)
Embassy of Fiji (UK)	Embassy of New Zealand (Belgium)
Embassy of Finland (Sweden)	Embassy of Nicaragua (Sweden)
Embassy of France (Sweden)	Embassy of Niger (Germany)
	Embassy of Nigeria (Sweden)



Embassy of Norway (Sweden)	Embassy of the Republic of Korea (Sweden)
Embassy of Pakistan (Sweden)	Embassy of the Republic of Malawi (UK)
Embassy of Paraguay (UK)	Embassy of the Republic of Mali (Germany)
Embassy of Peru (Sweden)	Embassy of the Republic of Moldova (Sweden)
Embassy of Poland (Sweden)	Embassy of the Republic of North Macedonia (Sweden)
Embassy of Portugal (Sweden)	Embassy of the Republic of Rwanda (Sweden)
Embassy of Qatar (Sweden)	Embassy of the Republic of the Congo (Sweden)
Embassy of Romania (Sweden)	Embassy of the Republic of the Sudan (Sweden)
Embassy of Saudi Arabia (Sweden)	Embassy of the Sultanate of Oman (Germany)
Embassy of Senegal (Netherlands)	Embassy of the United Arab Emirates (Sweden)
Embassy of Serbia (Sweden)	Embassy of the United Kingdom (Sweden)
Embassy of Sierra Leone (UK)	Embassy of the United States (Sweden)
Embassy of Singapore (Singapore)	Embassy of Togo (Germany)
Embassy of Slovakia (Sweden)	Embassy of Trinidad and Tobago (UK)
Embassy of Slovenia (Denmark)	Embassy of Tunisia (Sweden)
Embassy of South Africa (Sweden)	Embassy of Turkey (Sweden)
Embassy of Spain (Sweden)	Embassy of Turkmenistan (Turkmenistan)
Embassy of Sri Lanka (Sweden)	Embassy of Uganda (Denmark)
Embassy of Swaziland (UK)	Embassy of Ukraine (Sweden)
Embassy of Switzerland (Sweden)	Embassy of Uruguay (Sweden)
Embassy of Syria (Sweden)	Embassy of Venezuela (Sweden)
Embassy of Tajikistan (Tajikistan)	Embassy of Vietnam (Sweden)
Embassy of Tanzania (Sweden)	Embassy of Yemen (The Netherlands)
Embassy of Thailand (Sweden)	Embassy of Zambia (Sweden)
Embassy of the Czech Republic (Sweden)	Embassy of Zimbabwe (Sweden)
Embassy of the Democratic Republic of Congo (Sweden)	
Embassy of the Dominican Republic (Sweden)	
Embassy of the Gabonese Republic (Germany)	
Embassy of the Gambia (UK)	
Embassy of the Grand Duchy of Luxembourg (Denmark)	
Embassy of the Netherlands (Norway)	
Embassy of the Philippines (Norway)	

Danish Ministry of Defence Personnel Agency, Denmark
FPS-KTP-COURSES@fiin.dk

POC Training Branch/Army Command, Denmark
FKO-H-G712@mil.dk



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 Personnel Agency, Norway

Norwegian Defence International Centre, NODEFIC, Norway

SWE NMR for distribution to SHAPE and other PLT and NMR
Distribution via E-mail to: jarl.franzen@gov.org
(For course announcement in ePRIME).

Partner Nation Liaison Representative (PNLR)
NATO HQ SACT
Distribution via E-mail: ulf.landgren@act.nato.int

Permanent Mission of Sweden to the UN, New York, USA

Ministry of Foreign Affairs, Sweden

Ministry of Defence, Sweden

Swedish Armed Forces HQ, Attn: Defence Staff
LEDS INRI IR
INSS
PROD GEN
PROD UTB

1st Marine Regiment (Amf 1)
1st Submarine Flotilla (1. ubflj)
3rd Naval Warfare Flotilla (3. sjöstriflj)
4th Naval Warfare Flotilla (4. sjöstriflj)
Air Combat Training School (LSS)
Air Defence Regiment (Lv 6)
Armed Forces Centre for Defence Medicine (FömedC)
Armed Forces Command and Control Regiment (LedR)
Armed Forces Helicopter Wing (Hkpflj)
Armed Forces HR-Centre (FMHRC)
Armed Forces Intelligence and Security Centre (FMUndSäkC)



Armed Forces Logistic (FMLOG)
Artillery Regiment (A 9)
Blekinge Wing (F 17)
Göta Engineers (Ing 2)
Land Warfare Centre (MSS)
Life Regiment Hussars (K 3)
Logistic Regiment (TrängR)
Military Academy Halmstad (MHS H)
Military Academy Karlberg (MHS K)
Military Academy Karlberg (MHS K)
National CBRN Defence Centre (SkyddC)
Naval Base (Marin B)
Naval Warfare Centre (SSS)
Norrbotten regiment (I 19)
Norrbotten Wing (F 21)
Skaraborg Regiment (P 4)
Skaraborg Wing (F 7)
South Skåne Regiment (P 7)
Swedish EOD and Demining Centre (Swedec)
The Armed Forces Technical School (FMTS)
The National Home Guard Combat School (HvSS)

Matilda Lidström Dougnac (GENAD LEDS)
Mikael Wallentin Åström (GENAD PROD)
Pontus Weström (GENAD INSS)
FMUE Gisela Nilsson (ePRIME)

Internal Life Guard Regiment

G 1 Life Guard
IntUtbe
Swedint

Blum, Rebecca

CO NCGM

Handlingen är fastställd i Försvarsmaktens elektroniska dokument- och ärendehanteringssystem.