

Comprehensive Operations Planning Course (COPC)



Pre Course Information



SWEDISH ARMED FORCES
SWEDINT -
INTERNATIONAL CENTRE

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1. SWEDINT COPC Application Form

Students are required to complete the SWEDINT *Application Form* and *Student CV Form* (authorized and signed by the national authority/POC) not later than 08 March. Forms can be downloaded at the SWEDINT web page:

<https://www.forsvarsmakten.se/en/swedint/courses-at-swedint-and-how-to-apply/>

2. Passport and visa

You are required to bring a valid passport to Sweden. Ensure with your national authorities that yours is valid (for at least some days after your planned departure from Sweden) and if necessary renewed.

If you are coming from a country outside the EU, please arrange for your visa to Sweden to be valid until three days after the course completion date in order to foresee any transportation delay. Do not forget to apply for a transit visa if you will make an intermediate landing.

For those participants who are in need of a visa, further information and directives can be found at the web page www.swedenabroad.com.

We advice you to apply for a visa as soon as you have been admitted to the course, it can be a time consuming process.

3. Request for visit (RFV).

SWEDINT is located within a military garrison; therefore all **foreign participants (instructors and students) are to provide a Request for visit (RFV)**.

The RFV form is to be registered at the Swedish Supreme Commander's Protocol Department NLT 10 Apr 2019.

If you represent a government agency (e.g. the Armed Forces, the Police) you must send the RFV via your defence attaché accredited to Sweden (or Embassy in Sweden). If you represent an organisation other than governmental (e.g. NATO, UN, the Red Cross) you must send the RFV to the Swedish Supreme Commander's Protocol Department via e-mail to: swaf-diplo@mil.se (scanned copy) or via fax +46 8 788 79 31.

Form can be downloaded from: www.forsvarsmakten.se/en/swedint/information-to-admitted-students/.

Questions concerning RFV should be addressed to Swedish Supreme Commander's Protocol Department by e-mail: swaf-diplo@mil.se.

4. Tuition / Course fee

The tuition fee, flight tickets, land transportation, board and lodging are to be paid for by the participants. The tuition fee for the COPC is EUR 900 per person and is to be paid upon arrival. The tuition fee will be exchanged and paid in Swedish currency (SEK) to an exchange rate of the day of payment. We accept VISA, Maestro, Electron, Master Card and Swedish bank cards are accepted – but NOT American Express, nor do we accept cash payment.

The paymaster will be present at SWEDINT on Tuesday 07 May for payment. If you have any questions regarding payment, please email your Course Adjutant, jonas.hjalte@mil.se for support.

5. Lodging

A preliminary reservation has been made at the Student Hotel (single room) within the garrison from Sunday 05 May to Friday 17 May. If you have any questions about the accommodation or wish to modify the dates, please contact the hotel via email logi.fmv@fmv.se.

Any changes or cancellations of your reservation during the rest of your stay must be communicated to the hotel NLT 15.00 hours (3 PM) one day prior to the day of the change or cancellation. All changes or cancellations, regarding your reservation, made later will be charged with full room price.

The cost for accommodation is SEK 799 per night, including VAT and breakfast. The hotel accepts VISA, Maestro, Electron, Master Card and Swedish bank cards – but NOT American Express, nor do they accept cash payment.

Laundry machines, iron and a refrigerator are available at the hotel. Also a Sauna and a relaxation area are available in the Student Hotel. Smoking is not allowed in any building. You can also access a WiFi net at the Student Hotel, free of charge. The hotel is manned during the weekend 04-05 May 13.00-21.30hrs (1-9.30 PM). Arriving at any other time, your hotel room key card has to be picked up at the main gate.

6. Insurance

All participants are insured by the Swedish Government's Legal, Financial and Administrative Service Agency's travel insurance during the course. The insurance is valid from the departure from the country where you are registered directly to Sweden and SWEDINT, during your whole stay at SWEDINT and during your direct trip back. Please note that only intermediate landings are approved. For complete terms and conditions, please visit the SWEDINT web page www.mil.se/swedint.

7. Meals

Meals are served in the Officers' dining hall, cash payment in Swedish currency (SEK) or by credit card, VISA, Maestro, Electron, Master Card and Swedish bank cards – but NOT American Express. There is also a possibility to by a “meal card” which you can load with money to pay with in the dining hall. Further information regarding the card will be given upon your arrival. Lunch or Dinner SEK 89. Breakfast is **included in the hotel price**

8. Transfer from Arlanda Airport to the Life Guards/SWEDINT

Transportation to SWEDINT is to be arranged and paid by the participant. If you intend to take a taxi from Arlanda, ask for a **FIXED PRICE** (approx. SEK 650, and approx. 35 mins). The exact address is: Livgardet, Granhammarsvägen 2, 196 92 Kungsängen. Grids Lat N 59.515558 and Long E 17.768491.

Please note, that taxis do NOT have access into the garrison and the Student Hotel is located approx. 200 meters walk from the main gate. For alternative transportation means, see page 6.

After completion of the course there will be a bus leaving from the Student Hotel Friday 17 May at 12.30 hrs (12.30 AM) to Arlanda Airport (ARN) at no additional cost. Please, report to the admin office if you do **NOT** intend to take the bus.

**Please disregard the transport request which can be downloaded from our web site.
It does not apply to the NATO COPC**

9. Dress code

National duty working uniform / BDU is worn during daytime and ice breaker. Casual civilian clothes are to be worn during Closing Dinner. You are also requested to bring necessary items for physical training, civilian clothes for off-duty hours, raincoat and warm clothes as appropriate.

10. Weather in Sweden

Winter: from +2 to -20C (36 to -2F)
Summer: 20-30C (68 to 87F).

Spring: between +5 and 15C (41 to 59F).
Autumn: between +5 and 18C (41 to 64F).

Weather forecast and observations could be found at <http://www.smhi.se/en>

11. Electricity

220 Volt A/C, 50 Hz is used in Sweden.

12. Certificates needed and course classification

Instructors and students are all to bring an ID-card/passport and a copy of their NATO- and/or national security clearance on arrival. If a student fail to present valid documents, repatriation at own costs will apply.

Course classification will be NATO RESTRICTED. Therefore, Partner nation **participants are required to obtain Non-Nato Entity (NNE) approval and sign Letters of Acknowledgement** in order to receive information up to NATO RESTRICTED level during course introduction.

13. Currency

For your own convenience, please bring Swedish currency (SEK). We advise you to do your foreign exchange before your departure for Sweden. At the Officer's Mess you can pay with credit card, VISA, Maestro, Electron, Master Card and Swedish bank cards – but NOT American Express.

14. Post and e-mail

There are post offices in Kungsängen, please ask at the Course Administrator for assistance. Once the course has started you will receive a personal laptop and a personal login which will enable you to use the computers and send e-mail.

15. Telephone and address to a student participating in a course

Postal address	Course Administrator	Course Adjutant / logistics
“Your name”	Ms Christine Kurzeja	CSgt Jonas Hjalte
“Name of the course”	Phone +46 (0)8 58452624	Phone: +46 (0)8 58452112
Life Guards / SWEDINT	Mobile: +46 (0)76 8155872	Mobile: +46 (0)70 9247829
SE-196 85 KUNGSÄNGEN	Email: christine.kurzeja@mil.se	Email: jonas.hjalte@mil.se
Sweden		

Emergency call

Duty officer Life Guards / SWEDINT

Phone: +46 8 584 525 04

Fax: +46 8 584 522 72

Main gate at Life Guards / SWEDINT garrison

Phone: +46 8 584 540 39 *or* /40 /41

Fax: +46 8 584 523 30

16. IT infrastructure and Internet access

SWEDINT has a LAN available within the SWEDINT building, also accessible from the Student Hotel. The LAN is used for the course material but also has an open Internet connection. During the course, SWEDINT will provide you with a laptop and an account for the LAN. Skype is preinstalled.

Please note, you are NOT allowed to connect your personal computer/smart phone to the SWEDINT LAN. However, you can connect your personal computer/smart phone to the WiFi at the Student Hotel, free of charge

When the course starts you will be provided with a USB memory stick, and this is also the means for downloading all course material that you want to bring back with you – no CD's will be provided.

17. Miscellaneous

During the course, there will be an address list circulated (and shared) and a course photo will be taken (and published on the Internet). Please let us know if you do NOT want to share your details or do NOT want to be in the picture!

Parking lots are available outside the Garrison.

For sporting activities there is a gymnasium within the garrison. There are also good jogging facilities in the surrounding area.

Updated information about the course and specific course iterations will be available at: www.mil.se/swedint

Lastly, please also be informed that between the two course weeks, SWEDINT will arrange a free of charge Welfare trip in Stockholm. This will include bus transfer, guided city tour, visit to the Wasa museum, one lunch and one dinner.

You are warmly Welcomed to SWEDINT

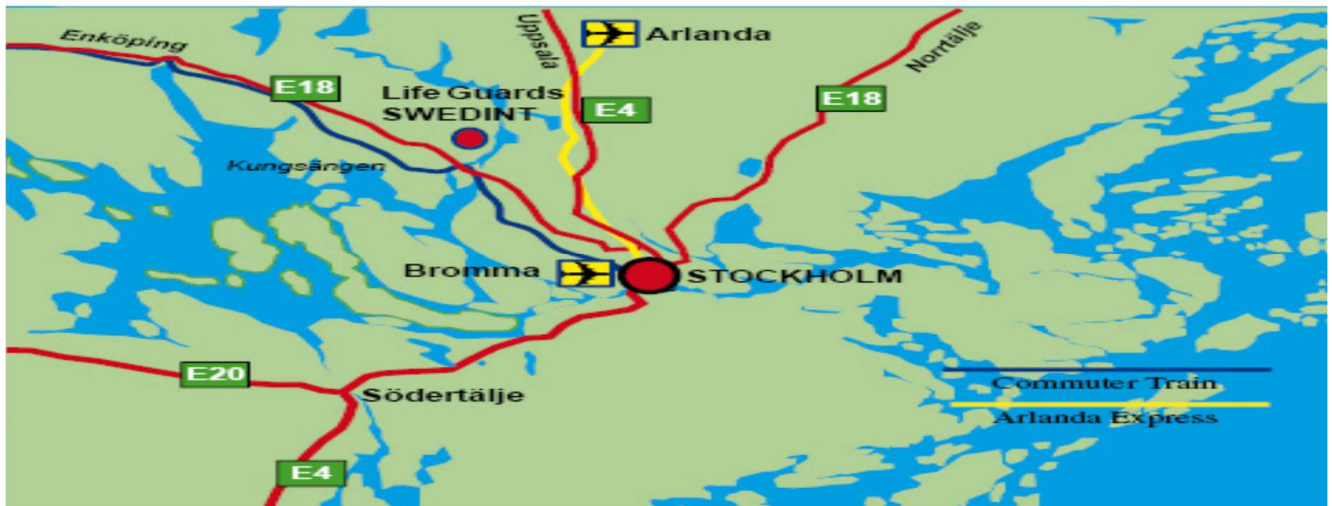


How to get to the Life Guards (LG) Garrison and SWEDINT

SWEDINT is located on a 30-minute drive north of Stockholm, and within the same distance from the International Airport, Stockholm/Arlanda (ARN).

The exact address is: Livgardet, Granhammarsvägen 2, 196 92 Kungsängen, and the grid reference is Lat N 59.515558 and Long E 17.768491.

Please be informed that transportation to SWEDINT for **participants on the COPC** is to be **arranged and paid by the student**.



Arrival by taxi from Stockholm/Arlanda Airport, travel time approx 35 minutes SEK ~650.

Taxi is available outside the arrival hall. Please ask for a fixed price!!

Arrival by bus from Arlanda, travel time approx 75 minutes, SEK ~110*).

From Arlanda terminal 5 take BUS 579 towards Bålsta. Alight at Killinge. From Killinge take BUS 558 towards Kungsängens Station. Step off at Livgardet. The trip takes approx. 2 hrs.

Arrival by train from Stockholm/Arlanda Airport, travel time 65-110 minutes, SEK ~350*).

Most students arrive to the International Airport, Stockholm/Arlanda (ARN). Take the Arlanda Express from Terminal 5 (Arlanda Norra/North) or Terminal 3/4 (Arlanda Södra/South) to Stockholm Central Station, departures every 15 minute. Further information is available on the Arlanda Express web page:

<http://www.arlandaexpress.com>

Please note that there is also a Commuting train going from the International Airport, Stockholm/Arlanda (ARN) via Stockholm to Kungsängen. Please note there is an extra fee going from/to Arlanda.

From Arlanda Central station (between terminal 4 and 5) take the train towards Stockholm.

From Stockholm Central Station take the commuter train towards Bålsta or Kungsängen. At Kungsängen (approx 20 minutes trip from Stockholm) take BUS 558 towards Håtuna Kyrka. The bus will stop just outside the main entrance of the garrison (approx 20 minutes from Kungsängen). Further information is available on the Stockholm Lokaltrafik web page:

<http://sl.se/en/Visitor/Plan-your-journey>

Arrival by commuter train from Stockholm, travel time approx 45–90 minutes, SEK ~90*).

As presented above, under second paragraph *From Stockholm Central Station....*

For detailed information regarding public transportation to SWEDINT, please visit:

<https://sl.se/en/>

In the field marked “**From**”, write *Arlanda* and choose the correct terminal you are travelling from.

In the field marked “**To**”, write *Livgardet, Upplands-Bro*.

Arrival by car from Stockholm, travel time approx 35–45 minutes.

Take highway E18 N towards Enköping/Oslo. Leave the highway at the exit marked “Livgardet” and follow the signs to “Livgardet” (approx 5 minutes drive from the highway exit).