



Address list

Your reference

Your date

Your designation

Our reference

Our previous date

Our previous designation

SWEDINT

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carl-henrik.mellberg@mil.se

Answer at latest
2016-03-04

**INVITATION to apply for NORDEFECO Disarmament,
Demobilization and Reintegration Planning Course 08 – 14 May
2016 at Swedish Armed Forces International Centre &
Nordic Centre for Gender in Military Operations**
(# enclosures and # subenclosures)

1. Course purpose

The Course builds the capacity of participants to contribute to the integrated DDR planning process within or outside the framework of peace agreements. It addresses elements of strategic and operational planning while incorporating gender perspectives. The Course curriculum is based on the United Nations Integrated Disarmament, Demobilization and Reintegration Standards (IDDRS), emerging doctrine and practice for second-generation DDR and beyond, as well as practitioners' best practices. The Course is not intended as an introduction to DDR but rather builds on existing practical experience or knowledge acquired through a foundation course.

2. Target Audience

Personnel working in, deploying to and partnering with DDR missions and programs. This will include DDR managers, planning officers, military and police officers, staff of national

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swedint@mil.se

www.mil.se/swedint

DDR commissions or relevant ministries, NGOs and civil society organizations. Previous experience of and basic knowledge on DDR is mandatory for admission to the course.

3. Learning objectives

After taking the DDR Planning Course, participants will be able to:

- Prepare initial assessments;
- Formulate context-specific DDR strategies;
- Design integrated, gender-responsive DDR programs; and
- Undertake continuous planning.

4. Method

This Course will be conducted through a combination of presentations, videos and syndicate-based scenario exercises. Facilitators will present and discuss with the participants. Syndicate groups will solve scenario-based problems and present solutions to the plenary. The syndicates will be mixed in order to prepare participants for planning within the framework of integrated UN-missions and/or DDR programmes. The course language is English.

5. References

- Integrated Disarmament, Demobilizations and Reintegration Standards.(IDDRS): www.unddr.org
- Operational Guide to DDR: www.unddr.org
- Second-Generation DDR Practices in Peace Operations: www.unddr.org

6. Participants' assessment

Participants are expected to take active part in lectures and syndicate-based work and presentations. This means asking questions, presenting own standpoints and showing a willingness to explain it to fellow participants. Each participant will be required to take a speaking role during the final plenary presentation of the syndicate work.

Participants are expected to contribute to the DDR Planning Course assessment. Participants will be asked to complete pre-course and post-course anonymous questionnaires to enable measuring learning that takes place through the course. Participants will also provide feedback on the usefulness of the content, the quality of the delivery of the sessions and the relevance of the simulation exercise. Participants will also be expected to complete an on-line questionnaire to provide feedback on how they have applied what they learned during the DDR Planning Course.

7. Language proficiency

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

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

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

9. Security classification

The content of this course is: UNCLASSIFIED.

In order to enable participants to freely express their personal views on the issues discussed, the Course will be held under the Chatham House Rule, i.e. participants are free to use the information received, but neither the identity nor the affiliation of the speaker (s), nor that of any participant, may be revealed.

10. Swedint policy on personal data

In order to get a seat on a course at SWEDINT you will be asked to provide personal data. In doing so you are also giving your consent to the processing and storing of your personal data for official use at SWEDINT. You will also be expected to clearly state to SWEDINT staff if you have any objections against appearing on course photos or have your data in course address lists etc.

11. Administration

a. Student Application

Student applications should be sent to SWEDINT **NLT 04 March 2016**. Nominations received later will however be considered, if space is available. The application form and personal CV template can be found at: www.mil.se/swedint. *The application form,*

¹ STANAG 6001 can be found at 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.

authorized and signed by the national authority/POC, has to be sent together with the CV to SWEDINT via e-mail, mail or fax.

b. Important information to national administrators etc:

It is important that the invitation itself reaches those intended to participate in 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 SWEDINT participants will need access to internet in order to access documents that SWEDINT provides on its web page before the course starts, such as course curriculum, schedule, welcome letter, application form etc.

d. Point of Contact (POC)

In the application form participants should report a national point of contact (POC). The POC should be the Commander/ Branch that approves the application.

e. Participant selection

If a partner organization or nation has more participants applying than slots available on the course, it is up to the partner organization to prioritize among its nominees. If this is not done, SWEDINT will select the participants it deems most qualified.

For military and police participants, if the nation is interested in sending a participant to the course but do not initially have a name of the officer in question the nation can get a preliminary seat at the course in order to get the selection process started.

f. Code of Conduct

SWEDINT places high demands on personal behavior and respect for others regardless of religion, ethnicity, gender or sexual orientation. The SWEDINT Code of Conduct is available for all to read on the students' network at SWEDINT. In case of violations of these simple rules SWEDINT reserves the right to exclude the participant from the course leading to immediate repatriation.

g. Course cost

SEK 6000/week and participant. This cost refers to board and lodging, and transfer from and to Arlanda/Bromma Airport in Stockholm/Sweden.

Information concerning payment and whether your nominee has been admitted to the course or not will be sent to you as soon as the procedure regarding applications is finalized, 4-6 weeks prior to the course start.

Regarding subsidies please see next section.

NORDEFECO students pay according to each nation's administrative regulations and according to the NORDEFECO agreement.

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 participant slots are available on request by the nominating nations and decided on a case-by-case basis by the Swedish ministry of foreign affairs (MFA). It is important that the student fills in if he/she is applying for a subsidized course seat. If the subsidy box is not checked in the application form SWEDINT will assume that no subsidies are required.

Information about whether subsidy is granted or not 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 SWEDINT at the Life Guards student/participant hotel which is located within the military base. Students/participants may also be accommodated in nearby hotels outside the regiment. In that case transportation will be arranged by SWEDINT.

j. Dress code

Military participants have to bring their Service dress for Opening and Closing ceremony along with Closing dinner. Working dress or Battle dress during training, clothes for PT (as well as civilian clothes for Swedish spring conditions). Civilian participants wear casual clothing during training and jacket & tie for the Opening and Closing ceremony along with Closing dinner.

12. CONTACT AND APPLICATION

a. POC

Administration

Course Admin Office
+46 8 584 526 22/23/24/32

Logistics

Course Adjutant
+46 8 584 526 33, +46 8 584 547 64 and +46 8 584 543 04

Other questions

Course Director

Major Carl-Henrik MELLBERG

Phone: +46 8 584 526 65

Mobile: +46 70 210 28 77

E-Mail: carl-henrik.mellberg@mil.se

b. Application procedure

The application form can be found on the Internet at www.mil.se/swedint.

Click on **Courses at SWEDINT 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. 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/Participant will be notified at the latest between 4-6 weeks before the course starts whether or not the nominated student is admitted to the course. If admitted to the course, the POC/Participant will receive a *Letter of Admission*, indicating further details of the course, and how to retrieve the pre-course info for the specific course on the SWEDINT website. 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. Application address

Address to be used for Student Applications is as follows:

LG/SWEDINT
Course Admin office
196 85 Kungsängen
SWEDEN

Or using FAX: +46 8 584 526 20

Email: Swedint@mil.se

Fredriksson, Peter

CO SWEDINT

Handlingen är fastställd i Försvarsmaktens elektroniska dokument- och ärendehanteringssystem.

Mailing list

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 Air force 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

Embassy of Costa Rica (Norway)
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)
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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 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)
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Embassy of Japan (Sweden)
Embassy of Jordan (Germany)
Embassy of Kazakhstan (UK)
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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)

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 Saudi Arabia (Sweden)
Embassy of Senegal (The Nederland's)

Embassy of the Democratic Republic of Congo (Sweden)

Embassy of Lithuania (Sweden)

Embassy of the Grand Duchy of Luxembourg (Denmark)

Embassy of Macedonia* (Sweden)

Embassy of the Republic of Malawi (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 Nederland's (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 Nederland's)

Embassy of Romania (Sweden)

Embassy of the Republic of Rwanda (UK)

Embassy of Serbia (Sweden)

Embassy of Sierra Leone (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)

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 Nederland's)

Embassy of Zambia (Sweden)

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

* Former Yugoslav Republic of Macedonia (FYROM)

SWE PLT for distribution to SHAPE and other PLT and NMRs.

Distribution via E-mail to: jarl.franzen@pims.org

(For courses announced in i ePRIME).

Partner Nation Liaison Representative (PNLR), NATO HQ SAC1

Distribution via E-mail: hans.granlund@act.nato.int

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Info

Ministry of Foreign Affairs, Sweden
Ministry of Defence, Sweden
Swedish Armed Forces HQ

Attn: - Defence Staff
International Relations Section
LEDS INRI IR

Attn: - COS Operations, J1-J9,
LCC, ACC, MCC

Attn: - Armed Forces Training &
Development Staff
Management Department
(PROD GEN))

Attn: - Recruitment, Training & Evaluation
Department
(PROD UTB)

Attn: - Gisela Nilsson FMUE (ePRIME)

Military Academy Karlberg (MHS K)

Norrbottn regiment (I 19)
Life Regiment Hussars (K 3)
Skaraborg Regiment (P 4)
South Skåne Regiment (P 7)
Artillery Regiment (A 9)
Air Defence Regiment (Lv 6)
Göta Engineers (Ing 2)
Armed Forces Command and Control Regiment (LedR)
Logistic Regiment (TrängR)
1st Submarine Flotilla (1. ubflj)
3rd Naval Warfare Flotilla (3. sjöstriflj)
4th Naval Warfare Flotilla (4. sjöstriflj)
1st Marine Regiment (Amf 1)
Naval Base (Marin B)
Skaraborg Wing (F 7)
Blekinge Wing (F 17)
Norrbottn Wing (F 21)
Armed Forces Helicopter Wing (Hkpflj)
Armed Forces Logistic (FMLOG)
Armed Forces Network and Telecommunications Unit (FMTM)
Military Academy Karlberg (MHS K)
Military Academy Halmstad (MHS H)
Land Warfare Centre (MSS)
Naval Warfare Centre (SSS)
Air Combat Training School (LSS)
The National Home Guard Combat School (HvSS)
The Armed Forces Technical School (FMTS)
Swedish EOD and Demining Centre (Swedec)
National CBRN Defence Centre (SkyddC)
Armed Forces Intelligence and Security Centre (FMUndSäkC)
Armed Forces HR-Centre (FMHRC)
Armed Forces Centre for Defence Medicine (FömedC)

Internal Life Guards

COS Life Guards
G 1 Life Guards

International Training Unit Life Guards

Internal SWEDINT

CO Nordic Centre for Gender in Military Operations

OC Plans

OC Academics

OC PSO

OC Admin/Support/TSG