



FINCENT – Finnish Defence Forces International Centre

# Course and Activity Catalogue 2018





**FINCENT**

Finnish Defence Forces International Centre

## Course and Activity Catalogue 2018

- 4** Welcome to FINCENT
- 7** General Information about FINCENT
- 9** Courses, UNMEM
- 11** PSOCC
- 13** UNCPOC
- 15** EUIACM
- 17** ESDC Core Course on SSR
- 19** NATO PLOC
- 21** NATO COPC
- 23** NATO IMP
- 25** SAFOC
- 27** Tailored Courses and Activities
- 28** Courses by the Finnish Centre of Expertise
- 29** ICM
- 31** How to Apply
- 32** Course Calendar 2018
- 35** NATO Military Contribution to Peace Support  
Department Head (MC2PS DH)
- 37** Quality Management Systems METT for  
NATO PTECs
- 39** Contact Information





NATO ACT Quality Assurance



ISO 9001 Certification



United Nations Certificate of Training Recognition



NDU Assurance of Training Quality

# Welcome to **FINCENT**

The Finnish Defence Forces International Centre, FINCENT, starts its fourth year as part of the Finnish National Defence University (FNDU). Almost 50 years of experience in peacekeeping and pre-deployment training have now been integrated into an academic environment with a high level research status. FINCENT has been qualified by the UN (UN Certificate of Training Recognition), NATO (NATO ACT Quality Assurance) and FNDU (NDU Assurance of Training Quality). We have attained the ISO9001 certificate, which is the backbone of our education and training.

FINCENT concentrates on military crisis management training and education for commanding and expert personnel. We conduct three types of courses. Firstly, training is provided for traditional stronghold courses such as the UN Military Experts on Mission Courses

(UNMEM) that produce military observers, liaison officers and military advisers for any type of UN mission. Secondly, we arrange courses in cooperation with other national and international training centres. The third category of courses consists of courses proposed by outside parties and implemented or facilitated by us. FINCENT also provides instructor support by sending individual instructors, subject-matter experts and Mobile Education and Training Teams (national and Nordic) to national/international training centres.

FINCENT wants to combine research and training to achieve a better understanding of training and education requirements. Now we have the opportunity to try to fulfil those demands, as FINCENT's new task is to act as the Head of Comprehensive Crisis Management Research of the Finnish National Defence University. The first joint research projects have already kicked off. This task also supports FINCENT's task as the Department Head of NATO Military Contribution of Peace Support (MC2PS).

FINCENT's goal is to be able to achieve better learning outcomes. Therefore, we are also looking forward to developing the training and education of instructors. We are looking for solutions to how we can train and educate instructors to use more effective methods, for example, by using a wider spectrum of embedded training solutions. It is also very important that our instructors understand and accept FINCENT's new pedagogical ideas on how to support students in achieving their learning objectives more effectively.

It is obvious that FINCENT cannot execute any activities without the support of national and international actors. We aim to be a living example of how the comprehensive approach can be used daily. Together, FINCENT and Crisis Management Centre (CMC) Finland, as Finnish Centre of Expertise in Comprehensive Crisis Management, have been successful in cooperating and coordinating training and education for ten years now. We also have closer cooperation with the Police University College nowadays. Together with national and international

actors, we have achieved very good results and we are confident that our cooperation will continue to be as effective as it is today.

The staff of FINCENT is dedicated to offering high-quality courses that meet the needs of both national and international students and participants. We consider learning to be a life-long process. We also take pride in our facilities and the comfort of our students is a high priority. Student feedback is always highly valued. Our courses also offer an excellent chance to experience Finnish culture and way of life.

In this catalogue, I hope you will find useful courses both for yourself and your organisation. I wish you a warm welcome to Finland, the island of Santahamina and FINCENT.

"With valid attitudes, education and training there are always solutions – Every Action Matters"

*Jukka-Pekka Schroderus  
Commander GS Commandant*





# General Information about **FINCENT**

The Finnish Defence Forces International Centre (FINCENT), formerly known as the United Nations Training Centre, was founded in 1969.

**The main tasks of the Centre are to:**

- Arrange and host national and international courses, exercises and seminars for the UN, EU, AU, NATO and NATO/Partnership.
- Act as the Department Head for NATO Military Contribution to PSO (MC2PS) with a focus on Partners.
- Act as a Finnish OCC E&F Centre to support all FDF services in OCC E&F related matters.
- Act as the Head for Comprehensive Crisis Management research in Finland.
- Act as the gender perspective and gender equality (UNSCR 1325) subject-matter expert of FDF.
- Support Finnish civilian crisis management efforts.
- Send Finnish officers to participate in courses abroad.
- Cooperate with international and national civilian and military partner organisations.

**New location: the Military Island of Santahamina, Helsinki**

In 2015, FINCENT was relocated to the Santahamina Garrison in Helsinki, some 10 kilometres from Helsinki city centre.

**The Santahamina Building in Helsinki**

The Santahamina Building was completed in early 2015. The building offers premises for FINCENT and some other departments and services of the National Defence University in the National Defence University's campus area within Santahamina Garrison.

**The Santahamina Building includes:**

- A course hotel for 65 people with laundry facilities, kitchens, gym and sauna
- A café
- Classrooms and group study rooms
- An auditorium
- The National Defence University Library.

**Physical Training**

- During courses a wide variety of sports facilities and equipment are available to the students.

**Training Area in Niinisalo**

Some of FINCENT's courses, such as the United Nations Military Experts on Mission Course (UNMEM), will be arranged partly in the Pori Brigade's Exercise Area in Niinisalo, as the terrain there has proven to be excellent for the demanding exercises included in the courses.







## NORDEFKO United Nations Military Experts on Mission Course

# UNMEM

### 1. Concept and Purpose of UNMEM

The aim of the course is to prepare Military Officers for service as UN Military Observers, UN Military Advisers / Senior Liaison Officers in any on-going or future UN Peacekeeping Operations (UNPKO).

### 2. Learning Objectives

Upon completion of the course the students should be able to:

- Comprehend the UN Integrated Mission Concept.
- Comprehend the basic documents, guidelines and principles of the UN Integrated Mission.
- Apply the different skills of a military expert on mission.
- Analyse the nature of modern conflicts and the UN's contribution to an integrated approach.

The UNMEM Course consists of lessons on theory, case studies, basic exercises and a final field exercise covering the following topics:

- UN Organisations, present on-going UNPKOs.
- Observer/Liaison/Adviser duties, emphasis on reporting and assessment procedures.
- Cross-cultural, political, social, religious and other factors prevailing in mission areas.
- Time, climatic, topographical and environmental conditions under which service may have to be conducted.

- Other abilities to enable the individual officer to solve tasks that might be given to him/her immediately subsequent to his/her arrival in the mission area.

### 3. Student Criteria

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

- Be a nationally trained officer with over five years of working experience (CAPT to COL).
- Language proficiency: Working proficiency in English language. Language testing is a national responsibility. The working language is English. No additional language training or translation is provided.
- Have a valid driver's licence.
- Be physically fit.
- Have basic computer skills.
- Additionally, for MILAD students, previous experience of PSOs is required.

### 4. Course Dates

UNMEM 1 (FIN.1137.65) 12–29 March 2018

UNMEM 2 (FIN.1137.66) 13–31 August 2018

UNMEM 3 (FIN.1137.67) 29 October–16 November 2018

### 5. Course Fee

€2,000 for non-Nordic participants.







## Peace Support Operations Cooperation Course (Tactical level)

# PSOCC

### 1. Concept and Purpose of PSOCC

The aim of the course is to prepare nationally trained civilian, police and military officers heading for a UN-, EU-, NATO- or AU-led Peace Support Operation (PSO) for coordination, liaison and cooperation tasks. The course also has as its purpose to develop and improve the working skills of the individual student with emphasis on coordination, liaison and cooperation to enable them to work in a multicultural environment and enhance interoperability.

### 2. Learning Objectives

Upon completion of the course, the students should be able to:

- Describe UN Integrated Approach and NATO/EU Comprehensive Approach at a tactical level.
- Comprehend the nature of the operational interaction concept in a PSO.
- Comprehend the collaboration and coordination between different actors aiming for better liaison and information sharing at the tactical level.

PSOCC consists of lessons on theory, case studies, practical exercises and a final exercise covering the following topics:

- UN Integrated Approach and NATO/EU Comprehensive Approach.
- Interaction with different actors in a PSO environment.
- Cross-cultural, political, social, religious and other factors prevailing in the mission areas.
- Meeting/negotiation techniques.
- Information gathering and analysing, assessment and reporting.

### 3. Student Criteria

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

- Civilian, police and military officers, such as liaison officers, staff officers, unit commanders, and their civilian and police equivalents, who need special skills for conducting negotiation, liaison, cooperation and coordination with different actors in a PSO environment.
- Rank mainly from OR-6 (SGT) to OF-4 (LTC) or civilian/police equivalent
- Language proficiency: Working level English language skill. Language testing is a national responsibility. The working language is English. No additional language training or translation is provided.
- Have basic computer skills.
- No previous experience of PSOs is required. The course is ideal for students with no experience of PSOs.

### 4. Course Dates

PSOCC 1 (FIN.2732.27) will be organized in three parts: Part I: 5–8 February, Part II: 11–13 April, Part III: 16–26 April 2018  
PSOCC 2 (FIN.2732.28) 17–28 September 2018

### 5. Course Fee

PSOCC 1 €2,000 for non-Nordic participants.  
PSOCC 2 TBD







## United Nations Comprehensive Protection of Civilians Course

# UNCPOC

### 1. Concept and Purpose of UNCPOC

The aim of UNCPOC is to enhance the knowledge and critical understanding of the multiple dimensions and meanings of the protection of civilians in armed conflicts. The students are trained to understand the roles and responsibilities of military, police and civilian actors involved in protection work in United Nations peacekeeping operations. The participants are able to analyse the specific threats, needs and rights of the vulnerable groups and can develop effective strategies and measures to improve the situation of these groups and protect them from harm.

### 2. Learning Objectives

Upon completion of the course the students should be able to:

- Understand the terminology of Responsibility to Protect (R2P) and Comprehensive Protection of Civilians (CPOC) as well as the integrated mission concept, mission element roles and responsibilities.
- Comprehend the basic documents, legal rules, guidelines and the principles of both different actors and of the CPOC mission strategy.
- Understand the challenges of CPOC in missions and explain how the failure to protect civilians can affect the credibility of the mission and of the UN.
- Apply the collaboration and coordination/cooperation between different actors and components aiming for better information sharing.

- Evaluate situations from an operational and tactical point of view, and formulate courses of action using scenario-based classroom exercises.

### 3. Student Criteria

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

- Participants should be preferably senior level experts (civilians or civil administration and military personnel) that work in areas related to crisis management in the wider context or work currently in a crisis area or can be prospective participants in the future operations or missions.
- Experience in monitoring, mentoring and advising (MMA), training, planning, human rights, gender, child protection, training or RoL is an advantage.
- Language proficiency: good comprehension of English.

### 4. Course Dates

UNCPOC 19–23 February 2018

### 5. Course Fee

€500





## European Union Integrated Approach on Crisis Management Course

# EUIACM

### 1. Concept and Purpose of EUIACM

The general objective of the course is to enhance the knowledge and understanding of the EU's Integrated Approach on crisis management within the EU framework, as well as to increase information sharing, collaboration and cooperation among the different actors, namely military, civilian crisis management, humanitarian and development aid actors in the wider context of CFSP/CSDP.

### 2. Learning Objectives

Knowledge

- List the elements of the EU integrated approach to external conflict and crisis.
- Describe the main strategies, policies and actors in the field of EU Crisis Management.
- Explain the key principles guiding EU approach to crisis response and organise them in his/her respective area of competence.
- Explain the relevance of cooperation and networking with the various actors in the field.

Skills

- Draft possible responses to crisis situations and planning complex interventions in high risk environments by defining the right mix of policies, instruments and tools to achieve the EU's strategic objectives.

- Pursue more effectively integrated action through cooperative problem-solving and teamwork.
  - Create an accurate picture of the institutional set-up of the EU and the relevant operating procedures
- Competences
- Analyse and formulate independent and well-informed opinions on EU integrated approach.
  - Demonstrate the concept of EU comprehensive approach and action plan.

### 3. Student Criteria

Participants (30) should preferably be senior level experts (civilians or civil administration and military personnel) that work in areas related to crisis management in the wider context of CFSP/CSDP, or work currently in a crisis area or can be prospective participants in the future EU missions or operations. Priority is given to the personnel from EU Member States being deployed to CSDP Missions and Operations.

### 4. Course Dates

EUIACM 2–7 September 2018

### 5. Course Fee

No course fee.







European Security and Defence College  
Core Course on Security Sector Reform

# ESDC Core Course on SSR

## 1. Concept and Purpose of SSR

The course aims to enhance the knowledge, skills and competencies on the concept and principles of SSR as part of the EU's Integrated Approach and other related EU policy and concepts, in particular "the EU wide strategic framework in support on Security Sector Reform". It will highlight the key components of SSR, the various tools and techniques used by an SSR practitioner and the challenges that an SSR advisor could face. The course also aims to strengthen the network of SSR experts.

## 2. Learning Objectives

- Describe the key policy frameworks and actors involved in SSR, including the UN, OSCE, NATO, and with a special emphasis on the EU and the Joint Communication to the European Parliament and Council – Elements for an EU-wide strategic framework to support SSR.
- Examine the challenges of supporting SSR in post-conflict or fragile environments.
- Recognize key cross-cutting issues in SSR programming such as governance and gender.
- Identify the major aspects of the assessment, analysis, design, development, implementation, monitoring and evaluation of SSR programmes.
- Build a practical understanding around the key characteristics of SSR based on discussions, exercises and case studies.
- Place SSR within the international and national contexts, and explain how the context has an impact on the approach to be taken.

- Improve collaboration with other national and international actors from the various segments of the security sector and related programmes.
- Assess political commitment to reform, likely sources of resistance and ways in which its support can build constituencies that may come to support the change process.
- Seek synergies with other international actors and seek to build consensus with them in the field of SSR programming.
- Develop indicators to measure the success of SSR programmes as part of systematic monitoring and evaluation.
- Compare and demonstrate the lessons identified and successes of the EU Comprehensive and Integrated Approach to external conflict and crises in the field of EU support to SSR programmes.

## 3. Student Criteria

Participants should preferably be middle to senior level professionals deployed or just about to be deployed in support of a bilateral, regional or multilateral mission to support security and justice reform within the EU or EU Member State and/ or partner country structures. Priority is given to personnel from EU Member States.

## 4. Course Dates

ESDC Core Course on SSR 06–11 May 2018

## 5. Course Fee

No course fee.







## NATO Partnership Logistics Course (Tactical level)

# PLOC

### 1. Concept and Purpose of NATO PLOC

The aim of the course is to prepare nationally trained officers heading for a NATO-led Peace Support Operation for logistics procedures at tactical level in order to enable them to be assigned within a multinational battalion/brigade HQ or logistics unit.

### 2. Learning Objectives

Upon completion of the course the students should be able to:

- Comprehend the current NATO logistics structure and procedures in NATO-led PSOs.
- Comprehend the command and control structure and procedures in a NATO-led PSO.
- Comprehend the bilateral or multinational agreements guiding or demanding cost-sharing and the use of logistics units and assets.
- Describe staffing and basic duties of the G4 section of a Multinational Brigade/Task Force (MNBDE/MNTF) as well as the tasks of the Multinational Logistics Detachment.
- Define the deployment planning of a battalion-sized stand-by-force including the establishment of logistics procedures.

### 3. Student Criteria

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

- Nationally trained staff officers or civilian equivalents in ranks of OF-1 (LT) to OF-3 (MAJ).
- Students have to fulfil at least the following language proficiency standards in English, as described in STANAG 6001: Listening (2), Speaking (2), Reading (2), and Writing (2). Language testing is a national responsibility. No additional training or translation will be provided.
- Have basic computer skills.
- No previous experience of PSOs is required. The course is ideal for students with no experience of PSOs.

### 4. Course Dates

NATO Partnership LOC (FIN.1134.23)  
26 November – 7 December 2018

### 5. Course Fee

€1,400







## NATO Comprehensive Operations Planning Course (S5-54)

# COPC

### 1. Concept and Purpose of NATO COPC

The aim of the course is to prepare students to contribute to NATO's operations planning processes, either as an operational-level or functional-area planner, while serving within a joint operational-level headquarters.

### 2. Learning Objectives

Upon completion of the course the student should be able to:

- Understand NATO's OPP system: Given references, students will be able to describe the main characteristics of NATO's operations planning system in accordance with MC 133/4.
- Understand NATO's OPP Strategic Environment: Following the initial notice of an international crisis, students will be able to appraise the nature of the situation in order to contribute to the appreciation of the strategic environment in accordance with NATO's comprehensive approach.
- Demonstrate the Principles of Operational Art within the COPD. Applying the principles of operational art, students will be able to analyse a crisis in order to define the operational-level problem and determine the necessary operational conditions to be achieved.
- Prepare and analyse courses of action. Given references, students will be able to design and compare multiple courses of action, justifying a final recommendation in accordance with the commander's guidance.

- Describe the remaining phases of NOPP. Given references, student will be able to describe the main characteristics of phases 4-6 of NATO's operational planning process.

### 3. Student Criteria

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

- Military officers (OF-3 through OF-5), who are assigned to NATO and Partner positions that involve the planning of combined joint operations.
- Students have to fulfil at least the following proficiency standards in English, as described in STANAG 6001: Listening (3), Speaking (3), Reading (3), and Writing (3). Language testing is a national responsibility. No additional training or translation will be provided.
- Students must have basic computer skills including Microsoft Office.

### 4. Course Dates

S5-54-A COPC 2-13 July 2018

### 5. Course Fee

€1,400







## NATO Introduction to Military Partnerships

# IMP

### 1. Concept and Purpose of NATO IMP

After successful completion of the course students are able to contribute to military partnerships in NATO in their role as a Partner Nation officer or NATO staff working with partnership programmes.

### 2. Learning Objectives

Upon completion of the course the students should be able to:

- Recall the NATO organization.
- Explain Partnership Frameworks.
- Explain the interconnectivity of the NATO structure.
- List the main steps and products in the process sequences (who does what, at what level and at what time).
- Explain the RLA, DLE and FLE processes.
- Explain what ITR is, and which nations it applies to.
- Contribute to processes and documentation.
- Contribute to the recommended list of activities (RLA, DLE and FLF Processes or Individual Tailored Road Maps (ITR).
- Contribute to the planning processes.
- Demonstrate the importance and value of complying with NATO partnership frameworks and processes.
- Comply with MC D&G and MPD Management Guidance.
- Explain own role and responsibilities in the process.

### 3. Student Criteria

To be eligible to attend the course, nominees must be:

- Officers, NCOs or defence civilians of NATO working with partnership programmes.
- Officers or defence civilians from Partnership for Peace (PfP), Mediterranean Dialogue (MD), Istanbul Cooperative Initiative (ICI), and Partners across the Globe (PatG) countries working with NATO military partnership.
- OR8-OF6 or civilian equivalent.

Introduction to NATO ADL course or equivalent assigned material is a pre-requisite. Participants will have the opportunity to take the ADL course before the course starts. Working experience in NATO or in partnership programmes is not required.

### 4. Course Dates

NATO IMP 22–26 October 2018

### 5. Course Fee

To be informed later.





# SAFOC



### 1. Concept and purpose of SAFOC

The NORDEFCO Safety Officer Course (SAFOC) is a new course.

The focus of SAFOC is on the Safety Management Process including military in-service and occupational safety (MIOS) in Peace Keeping Operations (PKO) and Peace Support Operations (PSO) and is approved by Nordic Defence Cooperation (NORDEFCO).

The aim of the course is to prepare students from the Nordic countries to serve as safety managers or officers within a tactical level (Br/Bde or corresponding) headquarters (HQ) while applying the Operational Planning Process (OPP) based on the Comprehensive Operations Planning Directive (COPD) and the principles of a Comprehensive Approach.

### 2. Learning objectives

Upon completion of the course, the students should be able to:

- Comprehend the nature of safety as a vital part of operational capabilities and its planning process as well as how to improve operational effectiveness.
- Comprehend safety situational awareness as part of the common operational picture.
- Comprehend the risk management process.
- Apply and understand safety measures in order to support Operational safety (Force Protection)

### 3. Student criteria

- The primary training audience is identified as military officers (OF 2–3, OR 7–9) who have or will be appointed to positions in HQs on the tactical level. Civilian staff officer equivalents are also eligible for nomination.
- Language proficiency: (Level 3) English in accordance with NATO STANAG 6001: Listening; Good (3), Speaking; Fair (2), Reading; Good (3), Writing; Fair (2). The evaluation of the language skill of the individual pupil is up to the nation sending them.
- Computer skills: Students must have basic (Level 2; Fair) computer skills in the Microsoft Office package.
- Designated Pre-course Papers (or ADL) has to be completed prior to the start of the Course.
- National Staff Experience.
- Basic knowledge about military operations and staff work.
- Basic knowledge of safety management.

### 4. Course Dates

SAFOC 10–14 December 2018

### 5. Course Fee

No course fee.

### 6. How to apply

Participation is by invitation only.







# Tailored Courses and Seminars

FINCENT is a reliable partner with a long history in providing tailored courses and expertise for different international actors.

Courses can be organised using training modules, or within the framework of the Finnish Centre of Expertise in Comprehensive Crisis Management.

#### Topics can be related to:

- Military Experts (observers, liaison officers, military advisers)
- Civil-Military Cooperation
- Integrated/Comprehensive Approach
- Liaison Duties
- Mission Security (first aid, mine awareness, personal security, situational awareness)
- Military Adviser Training
- UNIFIL Course (National)
- Protection of Civilians (POC)
- Hostile Environment Awareness Training
- Training and Education quality
- Establishment of PSO courses
- Establishment of PSO Training Centres

#### Seminars

FINCENT arranges different seminars to provide knowledge on current issues in on-going UN, EU, NATO and AU operations. FINCENT will invite participants to the seminars.

#### Mobile Education and Training Teams (METT)

FINCENT conducts courses run by Mobile Education and Training Teams at requested locations. Courses are organised on request depending on location, topics and other necessary arrangements.

#### African Integrated Crisis Management (ICM) and UN Protection of Civilian (UNPOC) Courses

FINCENT conducts courses in order to support Eastern Africa Standby Force (EASF). Courses are part of the African Capacity Building Initiative in which the Nordic Countries support the capacity building of the EASF. The Courses are organized by the FINCENT within the framework of the Nordic Defence Cooperation (NORDEFECO).

Africa ICM 12–16 March 2018

Africa ICM + UNPOC 8–20 October 2018







## Integrated Crisis Management Course

# ICM

## Courses by the Finnish Centre of Expertise in Comprehensive Crisis Management

The Finnish Centre of Expertise in Comprehensive Crisis Management was established in June 2008 by the Finnish Defence Forces International Centre (FINCENT) and Crisis Management Centre Finland (CMC Finland). Its core tasks are the development of civil-military relations and coordination in crisis management both for national crisis management capacity building and international crisis management missions. The Finnish Centre of Expertise is based on a shared campus principle, where responsibility is shared between FINCENT and CMC Finland, both of which continue to function in their capacity of independent governmental institutions. The goal is to create a clear framework for the cooperation that already exists between these two institutions.

The Finnish Centre of Expertise in Comprehensive Crisis Management endeavours to develop common and shared training in crisis management as well as to promote an overall understanding of comprehensive crisis management. Its tasks also include research, publishing and seminar activities.

### 1. Concept and Purpose of ICM

The aim of the course is to enhance the knowledge and understanding of integrated crisis management approaches, as well as to enhance collaboration and coordination among the different actors, namely military, civilian crisis management, humanitarian and development aid actors.

The course is conducted in cooperation with Crisis Management Centre Finland (CMC Finland) within the framework of the Centre of Expertise in Comprehensive Crisis Management.

### 2. Learning Objectives

Upon completion of the course the students should be able to:

- Comprehend UN integrated and NATO/EU comprehensive approaches.
- Comprehend the basic documents, guidelines and principles of the different actors.
- Apply collaboration and coordination between different actors aiming for better information sharing.

### 3. Student Criteria

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

- Participants should preferably be senior level experts (civilians or civil administration and military personnel) who work in areas related to crisis management in the wider context or work currently in a crisis area or can be prospective participants in future operations or missions.
- Language proficiency: good comprehension of English.

### 4. Course Dates

ICM (FIN.2733.2) 15–21 June 2018

### 5. Course Fee

€500





# How to **Apply**

FINCENT has introduced a new application process for all our courses starting from autumn 2016. In a break with tradition, no applications by email will be accepted. From now on, all course applications have to be filled in the LYYTI system. The link to the application form will be attached to the course specific "Invitation to Apply" letter that is distributed via official contacts. Additionally, the links can be found on the FINCENT website during the application period.

Please note that FINCENT does not process applications sent by individuals: all applications must be authorized by the point of contact in the applicant's home nation HQ or equivalent.

## **NON-EU APPLICANTS**

Fill out a course specific electronic application form. It is compulsory for all non-EU applicants to provide two attachments to the application. Both these attachments have to be in PDF, JPEG or TIF format. Firstly, the sending organisation has to write an official request letter on the organisation's official stationery and with the official stamp. The letter should include the reason for the application, an explanation of the expected benefit for the student and the sending organisation, rank the students in order of preference (if more than one is applying) and whether a subsidy is requested. If a subsidy is requested, the letter has to explain in detail what is required.

Secondly, the application has to be accompanied by a scanned, colour copy of the applicant's passport. The passport pages have to contain the picture, full name, nationality, date of birth, passport number and passport expiry date.

## **EU APPLICANTS**

Fill out a course-specific electronic application form.

## **NORDIC APPLICANTS (NORDEFECO COUNTRIES)**

Course seats have been allocated in advance between the NORDEFECO countries. Please, contact your own HQ and/or national POC for further information. After the national POC has sent us your contact information, we shall send you the link for the LYYTI application form.

## **FINNISH APPLICANTS**

Based on manning lists, reservists are called annually by the Pori Brigade and regular soldiers by the Army HQ. After the national POC has sent us your contact information, we shall send you the link for the LYYTI application form.

Confirmation of admission or rejection will be sent in due time before the course to all applicants.

## **More information**

If you need any additional information about our courses, please contact us by email: [studentadmin@fincen.fi](mailto:studentadmin@fincen.fi)





# Course Calendar 2018



The name of the Course	Abbreviation	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.
UN Comprehensive Protection of Civilians Course	<b>UNCPOC</b>		19.-23.2.										
Africa Integrated Crisis Management Course 1	<b>Africa AICM 1</b>			12.-16.3.									
UN Military Experts on Mission Course 1	<b>UNMEM 1</b>			12.-29.3.									
Peace Support Operations Cooperation Course 1	<b>PSOCC 1</b>		5.-8.2.		11.-26.4.								
European Security and Defence College Core Course on Security Sector Reform	<b>ESDC CC SSR</b>					6.-11.5.							
NATO Comprehensive Operations Planning Course	<b>NATO COPC</b>							2.-13.7.					
Integrated Crisis Management Course	<b>ICM</b>						15.-21.6.						
UN Military Experts on Mission Course 2	<b>UNMEM 2</b>								13.-31.8.				
European Union Integrated Approach on Crisis Management	<b>EUIACM</b>									2.-7.9.			
Peace Support Operations Cooperation Course 2	<b>PSOCC 2</b>									17.-28.9.			
NATO Partnership Logistics Course	<b>NATO PLOC</b>											26.11.-7.12.	
Africa Integrated Crisis Management Course 2	<b>Africa AICM 2</b>										8.-13.10.		
Africa UN Protection of Civilians Course	<b>Africa UNPOC</b>										15.-20.10.		
NATO Introduction to Military Partnerships	<b>NATO IMP</b>										22.-26.10.		
UN Military Experts on Mission Course 3	<b>UNMEM 3</b>										29.10.-16.11.		
NORDEFECO Safety Officer Course	<b>SAFOC</b>												10.-14.12.
Quality Management System Course	<b>QMS</b>											19.-23.11.	





## NATO Military Contribution to Peace Support Department Head (MC2PS DH)

On 21 December 2015, Allies approved the appointment of FINCENT as the Department Head for the NATO Military Contribution to Peace Support (MC2PS) Discipline. The Training Requirements Analysis (TRA) for NATO MC2PS resulted in the TRA Report in June 2016 and the First Annual Discipline Conference (ADC) was conducted in November 2016 in New York, USA.

Based on the first Discipline Alignment Plan (DAP) dated 16 January 2017, the work of the Military Contribution to Peace Support Discipline is divided into four (4) areas: Comprehensive Approach and Framework; Guiding Concepts; Interoperability; and Local Security Forces Competence Enhancement.

Comprehensive Approach and Framework Community of Interest focuses on peace support related training requirements for topics such as: Comprehensive Approach, Cultural Awareness and Comprehensive Operations Planning Process.

Guiding Concepts Community of Interest focuses on Peace Support related training requirements for topics such as: Protection of Civilians (incl. Civilian Casualties); Women, Peace and Security/Gender; Conflict Related Sexual and Gender Based Violence; Children and Armed Conflict; Code of Conduct and Law of Armed Conflict (HR, HA, HL).

Interoperability Community of Interest focuses on Peace Support related training requirements for topics such as: NATO Standards including Techniques, Tactics and Procedures, Military Partnerships covering NATO

Orientation and cross-cutting themes from other disciplines.

Local Security Forces Competence Enhancement Community of Interest focuses on Peace Support related training requirements for topics as: Train, Advise, Assist, Mentoring and Security Sector Reform (SSR) including Demilitarization, Demobilization and Reintegration (DDR) and Transition to local Security Forces.

These Communities of Interest continue working on reviewing Training Requirements Analyses and the Training Needs Analysis (TNA) processes throughout 2018. The aim is to produce new education and training solutions and refine existing ones for the benefit of all NATO MC2PS education and training providers. The Community of Interest Working Groups are open to all key stakeholders and education and training providers. The work plan is presented in the newest DAP.

The second ADC was conducted in November 2017 in Geneva, Switzerland.

MC2PS Annual Discipline Conferences (ADC) will be held each year in November. The venue for the ADC varies every year.

More information about the exact times of the Work Group meetings and the ADC as well as participation in them can be found from FINCENT homepage at [www.fincen.fi](http://www.fincen.fi) or by contacting the Department Head at [MC2PSDH@fincen.fi](mailto:MC2PSDH@fincen.fi).







# Quality Management System METT for NATO PTECs

The quality of education and training is a common interest for all military organizations. The demands of economy, efficiency and transparency are emphasized. The constant changes of training environment, objectives, organization and personnel cause discontinuity and extra work. One of the preferred tools for minimizing these effects is to create a tailored Quality Management System (QMS) for the Training Provider.

FINCENT has a QMS mobile education and training team (METT) which can support any NATO PTEC (Partnership Training and Education Centre) needing more hands-on support in creating their own QMS.

This 9–12 month long process covers the following: technical agreements, on-site visits, an in-house course and a rehearsal audition.

FINCENT will support the network assisted process via PVMOODLE in designing your own QMS. This can include: quality manuals, standards (NATO QA, ISO 9001 etc.), the necessary standardized procedures and your national guidelines.

The first in-house course of QMS will be conducted 19–23 November 2018 at FINCENT.

## FINCENT QUALITY SUPPORT ADVANTAGES

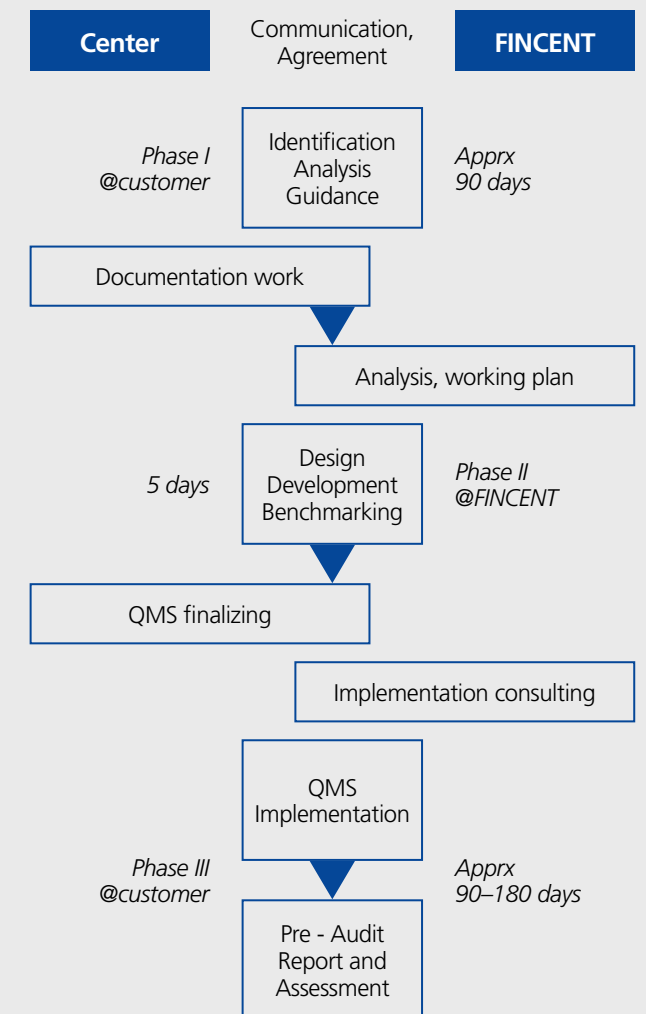
### Customer advantages

- Confidential QMS consulting
- Tailored QMS training, benchmarking
- Cost-efficient improvement of products and services
- QA Audit readiness

### FINCENT advantages

- Promotes the FINCENT PSO Training Partner reputation
- Supports FINCENT MC2PS DH activity
- Further improves FINCENT QMS products and expertise

## FINCENT QUALITY SUPPORT PROCESS







## Contact Information

**National Defence University**  
**FINCENT**  
P.O. BOX 7  
Santahaminantie 2  
FI-00861 HELSINKI  
Finland

+358 299 800  
fincent@fincent.fi  
studentadmin@fincent.fi

fincent.fi





100

**Puolustusvoimat**

Försvarsmakten • The Finnish Defence Forces  
fincen.fi