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**SUPREME HEADQUARTERS ALLIED POWERS  
EUROPE**

**GRAND QUARTIER GÉNÉRAL DES PUISSANCES ALLIÉES  
EN EUROPE**

**B-7010 SHAPE, BELGIUM**



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**Date:** 17 December 2020

**TO:** See Distribution

**SUBJECT: UPDATE TO THE SHAPE GENDER FOCAL POINT JOB  
DESCRIPTIONS IN ACCORDANCE WITH THE COS SHAPE ORDER  
NO 100**

- REFERENCES:**
- A. SHNCOM/COS/OAC/20-006348, COS SHAPE Order No 100: Strengthening of the overall integration of the Gender Perspective at SHAPE, dated 27 July 2020.
  - B. SHA/COM/COS/OAC/KB/002, COS SHAPE Order NO 134: Strengthening of the overall integration of the Gender Perspective in Allied Command Operations, dated 20 October 2020.
  - C. SH/SAG/GEN/JC/17-317874/1 - TSC-GSL-0010/TT-170733/Ser:0761, Integrating UNSCR 1325 and Gender Perspective into the NATO Command Structure, dated 17 October 2017.
  - D. ACO Gender Functional Planning Guide, dated 24 July 2015.

1. In line with the Reference A, direction is provided in respect of the Gender Focal Points (GFP) Job Description (JD) to complement their nomination and training requirements, as well as to 'ensure that the additional workload of the GFP incumbents is well respected, acknowledged, reflected in the International Evaluation Report (IER) for Military Personnel and in the NATO Performance Management System (NPMS) for NATO International Civilians (NIC)'. References C and D prescribe the requirements for the nomination and roles of GFPs in ACO Commands at strategic down to tactical levels. A list of posts (Annex A) designated to embed GFP permanent functions in SHAPE is communicated by the Divisions/Directorates to SHAPE J1 in coordination with GENAD.

2. I hereby approve the GFPs' duties and training requirements within the relevant JDs developed by SHAPE GENAD in close cooperation with the SHAPE STREN J1 division.

a. Generic duties:

- (1) Divisions' GFPs are to ensure the integration of gender perspective and to facilitate gender mainstreaming into the daily work and processes of the Divisions at SHAPE.

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(2) Divisions' GFPs are members of the SHAPE GFP Network and they are to maintain a functional dialogue with the GENAD and report through their divisional Chain of Command on the integration of gender perspective.

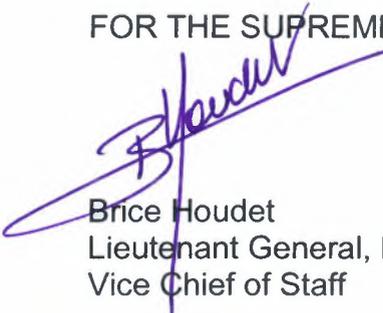
b. Essential Training requirements:

(1) Online courses ADL 169 Improving Operational Effectiveness by Integrating Gender Perspective and ADL 171 for GFPs.

(2) GFP GEN-GO-25432 Gender Focal Point Course provided at SHAPE

3. The SHAPE point of contact on this matter are GENAD OF-3 Sanja PEJOVIC, email: sanja.pejovic@shape.nato.int, NCN: 255-4592 and Mrs Stephanie PEYRE, NCN: 255-4501, email: stephanie.peyre@shape.nato.int.

FOR THE SUPREME ALLIED COMMANDER, EUROPE:



Brice Houdet  
Lieutenant General, FRA Army  
Vice Chief of Staff

ANNEX:

List of Posts Designated to Embed Gender Focal Point Functions In SHAPE.

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ANNEX A TO  
SH/PD/GEN/SP/TT006849  
DATED 17 DEC 20

**LIST OF POSTS DESIGNATED TO EMBED GENDER FOCAL POINT FUNCTIONS IN SHAPE**

#	Directorate	Division	Branch	Post number	Post title	Rank	Nationality	Service
1	OSO		JEI	OSC SOXX 0010	SH OSO JEI	OF-4	NOR	ARMY
2	OLA							
3	COMDIV		CDIV	OS UPXX 0060	Cell Chief (Dig Media)	OF-4	NLD	N
4	MGT							
5	MGT	BSG	BSG	OSC ZSXX 0050	BSG RSM	OR-9	GBR	ARMY
6	SEM	J2	J22	OSC OICX 0020	Prod Mgr	OF-4	TUR	N
7	SEM	CCOMC	CSG	OSC OOSF 0020	SO Joint Ops	OF-3	BEL	I
8	SDP	SDF	OCS	OSC PFCP 0060	Staff Officer	OF-4	CAN	AIR
9	SDP	J5	COM	OSC PPXX 0030	Staff Officer	OF-4	USA	I
10	SDP	J5	PLP	OSC PPPX 0030	Staff Officer	OF-4	TUR	ARMY
11	SDP	J7	EVN	OSC PTEX 0080	Staff Officer	OF-4	ITA	ARMY
12	STREN	J1	POLICY	OSC RHRM 0030	Staff Officer	A2	NIC	C
13	STREN	J1	CRM	OSC RHRO 0050	Staff Officer	OF-4	FRA	ARMY
14	STREN	J4	LSO	OSC RLPO 0040	Staff Officer	OF-4	POL	ARMY
15	STREN	I&E	COM	OSC REXX 0020	EXO	OF-4	NLD	ARMY
16	STREN	JMED	JMED	OSC RMXX 0050	Staff Officer	OF-4	GBR	AIR
17	STREN	REM	COM	OSC RFXX 0030	Coord. Officer	OR-9	DNK	ARMY
18	CYBER	J6	COM	OSC CYMX 0020	Staff Assistant	OR-7	FRA	AF
19	CYBER	CYOC	CYBER	OSC COXX 0030	PTA	A-4	NIC	C
20	PD	J9	CPO	OSC MJJX 0040	Staff Officer	OF-4	FRA	ARMY
21	PD	MIC	COE	OSC MCNN 0060	Staff Officer	A-2	NIC	NIC
22	FINAC	FINAC	CAC	OSC BXTX 0010	CAC BH	A-5	NIC	C