

# Export Control Training Bulletin

Issue 4, June 2017

July to November 2017



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## Training events

These training events are aimed at exporting and trading companies of all sizes, and individuals. They cater for a wide range of knowledge levels.

### Locations

- Beginners and intermediate level export control seminars, Licencing workshops and Control List Classification workshops will be run regionally and in London. Please see the Training Event Calendar for details.

You can receive free email alerts for important news from the Export Control Organisation, part of the Export Control Joint Unit – including updates on the latest training bulletins – by signing up to Notices to Exporters:

<https://www.gov.uk/government/collections/notices-to-exporters>



Please note that any course maybe cancelled if bookings are too low to make it worthwhile. We also reserve the right to refuse admission to any course.

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# Strategic Export Control Learning Path

## Start

Welcome to Strategic Export Controls!

Visit **GOV.UK** and review our online beginners guide to Export Controls. Review our e-learning videos and webinars (on the 'Open to Export' platform) and/or undertake in-house peer-to-peer training

Visit the ECO website to review our courses and Training Bulletin:  
[www.gov.uk/guidance/strategic-export-control-training-for-exporters](http://www.gov.uk/guidance/strategic-export-control-training-for-exporters)  
[www.gov.uk/government/publications/export-control-training-bulletin](http://www.gov.uk/government/publications/export-control-training-bulletin)

## Beginners course

For those with little to no knowledge of Strategic Export Controls

## Intermediate course

For those who've undertaken basic training and looked at the Consolidated Control Lists, but need to put the whole Strategic Export Control process in context, we suggest that you attend the Intermediate Course.

## Targeted courses

### How to Make Better Licence Applications

This course is for those whose role includes making Export Licence Applications.

### Control List

**Classification course**  
This course is for those whose role includes deciding the Control List Classification (CLC) of goods to be exported.

### Sector Specific courses

These courses are run annually or every few years and cover various business sectors and licencing processes.

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## Beginner-level course

### Beginners workshop

Duration: Half-day

Pre-course Knowledge: None

Description: A general introduction to export controls if you are new to the subject.

Topics covered will include:

- Why have controls?
- What's controlled?
- What is meant by "technology" and how does it affect you?
- Types of export licences
- Compliance and enforcement

After the workshop, you will be sent a short assessment module\* to test your learning, before being awarded a certificate of achievement. The assessment module, delivered by Cranfield University, will be in the form of an online quiz with multiple-choice answers.

If this course is the first step in the Learning Path, it is recommended that attendees use their new knowledge to assess how Export Controls apply at their place of work before attending further training. This course can also be used to provide general awareness of Export Controls.

\*Please note:

We will need to pass minimal personal details (your name, company name and email address only) to Cranfield University to complete the assessment module for the Export Control Organisation's Beginners Workshop.

Personal data will not be disclosed to third parties and will only be held for the purpose of completing the assessment module. Any information about you will be held securely by Cranfield University, in accordance with the Data Protection Act 1998. Read more about the Personal Information Charter of the Department for International Trade:

<https://www.gov.uk/government/organisations/department-for-international-trade/about/personal-information-charter>

## Intermediate-level course

### Intermediate workshop

**Duration:** Full-day

**Pre-course Knowledge:** You should attend the Beginners Workshop and reviewed the Consolidated Control List before attending this course.

**Description:** A more detailed look at the different elements of controls, the licence assessment process and the actions you need to take to remain compliant.

The day will comprise a series of presentations and exercises, including:

- Control Lists that affect the UK:
  - International Regimes and the Consolidated Control List
  - What does 'Specially Designed or Modified for Military Use' mean?
  - Introduction to how to read 'Dual Use' text.
- Technology
  - Export Control definition of the term "technology"
  - How a company can determine if their technology is licensable and where the technology controls can be found
  - Different means of technology transfer
  - Compliance and record-keeping related to technology
- Trade – the range of trade controls, including trafficking and brokering of goods and specified activities controls (trafficking and brokering).
- End-Use Controls – Weapons of Mass Destruction (WMD catch-all) and military end-use controls.
- Licence types and the licensing process
  - different types of licence
  - common pitfalls when completing a licence application
  - how decisions are made when issuing or refusing a licence
- Compliance - why you will receive a compliance visit and what to expect.
- Concluding remarks including staff training
  - ideas for staff training, and why it is so important
  - why things go wrong and the consequences

We recommend you review the Learning Path and think carefully about what you need to achieve from these courses, before deciding which level suits you best.

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## Targeted courses

### Licences Workshop – NEW for 2017

Duration: Half-day

Pre-course Knowledge: You will have some experience of making licence applications (if relevant) and undertaken prior training from the Learning Path

Description: This is a **NEW** Workshop aimed at improving the permissions exporters obtain to export and reducing the number of licences required

With the wealth of Export Control Licences available to UK exporters, finding the right one to enable your company to export efficiently can be daunting. Based on course feedback, input from the SPIRE replacement program, LITE, and our Compliance Unit, this course is aimed at guiding exporters through the licence types available; deciding which one is right for your export.

Attendees will first be taken through the core Standard and Open Individual Export Licence (SIEL and OIEL) application screens to demonstrate how prior planning can reduce the number of 'Requests For Information' (RFIs) and the quantity of Licences required.

The course will then turn to Open General Licences (OGLs and EU GEAs); covering what is available, online resources and how to read OGLs to improve compliance with the terms and conditions.

There will then be exercises to put the theory into practice. Please therefore include in your application an OGL you would like us to consider for review, or a particular issue you've had with Standard or Open Licences, and we will endeavor to use relevant examples.

## Making Better Licence Applications Workshop

Duration:	Half-day
Pre-course Knowledge:	You will have some experience of making licence applications using the SPIRE online process.
Description:	Incorrect Standard Individual Licences can lead to cases being delayed, withdrawn or stopped. This course is aimed at reducing/avoiding this.

Attendees will be taken step-by-step through the 'SIEL' licence application process on SPIRE so as to make a better application. The type of information required, and the reasons for requiring that information, will be explained at each stage, identifying common pitfalls and mistakes.

End Use Undertaking requirements and other **licensing** issues can be covered upon request. It is therefore recommended that you identify any particular issues at the beginning of the course.

There will also be an opportunity to share best practice with other attendees.

## Control list classification and using the checker tools

Duration:	Full-day
Pre-course Knowledge:	You will have some knowledge or experience of the classification (rating) process. We recommend the beginners workshop or intermediate seminar first.
Description:	A course to provide guidance on identifying the control list entries that apply to your goods software and technology.

Workshops will concentrate on classifying military and/or dual-use goods.

Outline:

- Export control lists – where they come from, including relevant legislation
- Military goods and dual-use goods – how to find them on the relevant list
- How to understand the terms and language used in control list entries
- Basic classification exercises – some general examples
- Software and technology controls
- Classification exercises using the Goods Checker tool
- Introduction to the OGEL (Open General Export Licence) Checker

Class sizes for this course are limited to 10 persons. For this reason, these courses fill up quickly and we often have a waiting list. If you book and subsequently find you cannot attend, please let us know so that we can offer your place to someone else.

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## Notes





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## Customised training

### Bespoke on-site training

The Export Control Organisation offers limited in-house training opportunities for UK companies. This can be very cost-effective if a company needs to provide general export control training for groups of staff. In-house courses can take the form of general introductions to export controls, or can be tailored to your specific needs. Or perhaps you would like an overview of export controls delivered to key company staff, supply chain and customers?

- Minimum 10 trainees per session (whatever time of day)
- Flat rate of £900+ VAT (per half day) or £1,200 + VAT (per full day) includes:
  - all costs for the initial training event design
  - preparation of presentations
  - attendance certificates
  - travel

We are happy to discuss your specific training requirements with you, but please be aware that there is currently a 6 month waiting list. For an application form or more information please contact Denise Carter, [denise.carter@trade.gsi.gov.uk](mailto:denise.carter@trade.gsi.gov.uk) or telephone: 020 7215 4459.

## Additional information

To register for any of these events, please complete the form at the end of this bulletin, (one form per attendee) and return it to:

Denise Carter,  
Awareness Co-ordinator  
Export Control Joint Unit  
Department for International Trade  
3 Whitehall Place, London, SW1A 2AW, UK  
Tel: 020 7215 4459  
Fax: 020 7215 0531

[denise.carter@trade.gsi.gov.uk](mailto:denise.carter@trade.gsi.gov.uk)

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## Payment for all courses

The cost of each event (per delegate) is shown on the registration form enclosed. You will be invoiced after the event. Payment can be made by BACS transfer or by cheque payable to 'BIS' (currently, but subject to change). If using a Purchase Order for payment, please ensure that Purchase Order details are sent with the registration form to the Export Control Organisation (ECO) address below. Unfortunately we do not have the facilities to take debit or credit card payments.

Attendance at your chosen event is only assured once you have received confirmation from the Export Control Organisation. Please note we cannot accept payment by debit or credit card.

## Cancellation policy

Training places are limited, so any cancellation of confirmed training attendance must be received by the Awareness Coordinator in writing or by email, at least ten working days before each event, otherwise course costs may be charged/invoiced accordingly.

If the ECO has to cancel a training course or event, any attendance fees already paid will be reimbursed without undue delay, or used as credit for a future course. However, as the ECO only makes a nominal charge for attendance on its training courses to cover its basic costs, any further claims on the part of the delegate are excluded.

## Further information

On submission of a registration form (and purchase order if appropriate), an acknowledgement will be emailed to you within five working days. This is also confirmation that your place has been reserved. Please ensure that the contact email address is clear, accurate and clearly highlighted, if different to the attendee's email address.

Venue details and a final agenda will be sent (by email) to the attendees around two weeks before the course date. If you have registered to attend a course and have not received these details by five working days before the course, please contact us.

By completing the form, we understand that you have read and comprehend the level of training on offer, and, that you understand you will be charged for each cancelled event in accordance with the cancellation conditions below.

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## Training event calendar

Remember to check our website and bulletins for up-to-date training events.

Date	Event	Location	Cost	Code
<b>July 2017</b>				
4	Intermediate Seminar 9:30 – 4:30	Cambridge The Cambridge Belfry Hotel	£150	Ijul2017
5	Beginners Workshop 9:30 – 1:00 (Lunch from 1:00 to 1:30)	Cambridge The Cambridge Belfry Hotel	£118	Bjul2017
5	Licences Workshop 1:30 – 4:30 (Lunch from 1:00 to 1:30)	Cambridge The Cambridge Belfry Hotel	£108	Ljul2017
<b>September 2017</b>				
4	Intermediate Seminar 9:30 – 4:30	Glasgow Radisson Blue Hotel	£150	Isep2017-1
5	Beginners Workshop 9:30 – 1:00 (Lunch from 1:00 to 1:30)	Glasgow Radisson Blue Hotel	£118	Bsep2017-1
5	Licences Workshop 1:30 – 4:30 (Lunch from 1:00 to 1:30)	Glasgow Radisson Blue Hotel	£108	Lsep2017-1
5	Control List Classification – Combined Dual Use and Military 9:30 – 5:00	Glasgow Radisson Blue Hotel	£240	Csep2017-1
27	Intermediate Seminar 9.30 – 4.30	Oxford Jury's Inn	£150	Isep2017-2
28	Beginners Workshop 9:30 – 1:00 (Lunch from 1:00 to 1:30)	Oxford Jury's Inn	£118	Bsep2017-2
28	Licences Workshop 1:30 – 4:30 (Lunch from 1:00 to 1:30)	Oxford Jury's Inn	£108	Lsep2017-2
<b>November 2017</b>				
15	Intermediate Seminar 9:30 – 4:30	Leeds Doubletree by Hilton	£150	Inov2017
16	Beginners Workshop 9:30 – 1:00 (Lunch from 1:00 to 1:30)	Leeds Doubletree by Hilton	£118	Bnov2017
16	Licences Workshop 1:30 – 4:30 (Lunch from 1:00 to 1:30)	Leeds Doubletree by Hilton	£108	Lnov2017
16	Control List Classification – Combined Dual Use and Military 9:30 – 5:00	Leeds Doubletree by Hilton	£240	Cnov2017-1

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# Event Registration Form

By completing the form, we understand that you have read and comprehend the level of training on offer. Ten working days' notice will be required for cancellation of any confirmed training place, otherwise full costs will be charged for each place.

## Event details

Event Title \_\_\_\_\_  
Code \_\_\_\_\_  
Date \_\_\_\_\_ (e.g. Mfeb 17) \_\_\_\_\_ Cost \_\_\_\_\_

## Section A – contact details

### 1. Booker

Contact Name \_\_\_\_\_  
Contact Phone Number \_\_\_\_\_  
Contact Email \_\_\_\_\_

### 2. Attendees details

Name \_\_\_\_\_  
Email address \_\_\_\_\_  
(if different from contact above)  
Company name \_\_\_\_\_  
Street Number/Building \_\_\_\_\_  
Road \_\_\_\_\_  
Town/City \_\_\_\_\_  
Country \_\_\_\_\_  
Postcode \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_

**Note:** Please provide individual telephone numbers and email addresses for each attendee.

### 3. Company and PO information

Company VAT number \_\_\_\_\_  
(must be completed)  
Purchase Order (PO) Number \_\_\_\_\_  
Invoice Address \_\_\_\_\_  
(if different to attendee address)

**Note:** Please ensure that the correct invoice address is provided as this may be different from your physical address.

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## Section B – More about you and your company

5. How would you describe your current level of export controls?

Beginner

Improver

Advanced

6. Generic product/service description (licensable activity)

7. Please tell us your relevant control entries e.g., ML11, 3A001:

8. Your ECO-based Compliance Inspector:

9. Sector e.g. manufacturer/supplier/intermediary/consultant/other

10. What is the size of your company (number of employees)?

a) Micros (1-10)

c) Medium (51-250)

b) Small (11-50)

d) Large (more than 250)

11. If your company is a member of any Trade associations, please list below

12. Do you have specific concerns/goals that you hope to address/achieve from attending the course(s)?

13. How did you hear about the event?

www.gov.uk.website

ECO Training Bulletin

Compliance Inspector

Recommendation

ECO Helpline

Department for International Trade

Notices to Exporters

Publicity (please state)

Other (please specify)

14. Do you have any specific dietary requirements (allergies) or access needs (disabled access, etc.)?

**Please send, fax or email your completed form to:**

Denise Carter, Awareness Co-ordinator, Export Control Joint Unit, Zone B, Second floor,

Department for International Trade, 3 White Hall Place, London, SW1A 2AW

Phone: 020 7215 4459

Fax: 020 7215 0531

Email: [denise.carter@trade.gsi.gov.uk](mailto:denise.carter@trade.gsi.gov.uk)

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## Notes



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[enquiries@trade.gov.uk](mailto:enquiries@trade.gov.uk)