



Department for
International Trade

Strategic Export Controls Training Bulletin

Issue 9.1a July 2021

September to December 2021



Training events

These training events for Strategic Export Controls are aimed at exporting and trading companies of all sizes, from the sole trader to the multinational. They cater for a wide range of knowledge levels and you can choose the Learning Path that suits you.

- **Event Locations**

Export control seminars and Licensing workshops will be run regionally and in London as demand requires. Control List Classification and Making Better Licence Application workshops are London based as they are supported by experienced ECJU colleagues.

- **Online Training**

We continue to review the training offer, including provision of online training in addition to our classroom-based courses. Details of courses and any costs will be sent out via our e-mail service, also known as Notices to Exporters service.

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.

Coronavirus (COVID-19)

Your and our safety is paramount, so we will be following the latest government advice provided by the Department of Health and Social Care, and Public Health England.

Events therefore may be cancelled and you will not be charged. We aim to make such decisions 30 days prior to each event date, although some late notice cancellations may be unavoidable.

We are also working with venues to maximise spacing, cleaning and other suitable provisions.

During COVID protective measures and for future use we are providing on-line training sessions on specific topics. You will be notified of these as normal via our e-mail service and previous sessions are [available to download](#) from the Training pages of the ECJU website.

Please contact us if you have any concerns or questions.



Strategic Export Control Learning Path

Start

Welcome to Strategic Export Controls

Foundation

Advanced

Intermediate

Bespoke

Visit [GOV.UK](https://www.gov.uk) and review our online beginners guide to Strategic Export Controls. Review our e-learning [Export Control](#) and [Compliance](#) videos and webinars ([available to download](#)) and/or undertake in-house peer-to-peer training

Visit the ECJU website to review our courses and Training Bulletin:

<https://www.gov.uk/government/publications/export-control-training-bulletin>

Foundation Workshop

For those with little to no knowledge of UK Strategic Export Controls, wanting a foundation and to start applying for Licences.

Intermediate/Practitioner's course

For those who've undertaken basic training (Beginners/Foundation course or Webinar), reviewed the Consolidated Control Lists and want to put the whole Strategic Export Control process in context for their business.

Targeted courses

How to Make Better Licence Applications

A foundation course for those whose roles includes making Export Licence Applications.

Are my items controlled?

A half day intermediate course for exporters looking to improve their understanding of the Control Lists.

Sector Specific courses

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

Licences Workshop

A half day course to provide exporters with a better understanding of the licences available, improve applications and compliance

Control List Classification course

An advanced course for those whose role includes deciding the Control List Classification (CLC) of a wide variety of items.

Symposia

Annual events with plenary sessions, Workshops and Networking opportunities.

Foundation course

Foundation workshop

Duration:	Half-day	Cost:	£120
Pre-course Knowledge:	None		
Description:	A general introduction to 'Strategic' export controls if you are new to the subject or want a foundation to build upon. It provides a background in the controls on the export and trade of Military, Dual Use, Weapons of Mass Destruction (WMD) and Human Rights goods, software and technology. It will also show you how to apply for a Licence and comply with it.		

Topics covered will include:

- Why have controls?
- What's controlled?
- What is meant by "technology" and how it may 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.

This course may be the first taught step in your Learning Path. If so it is recommended that attendees take some time to use the new knowledge gained to assess how Export Controls apply at their place of work before attending future courses.

This course can also be used to provide a 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 Foundation 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 GDPR and Data Protection Act 2018. 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 Practitioners course - Regional

Duration:	Full-day	Cost:	£180
Pre-course Knowledge:	You should have some previous knowledge of Strategic Export Controls, have preferably attended a Beginners or Foundation course, and reviewed the Consolidated Control List (free download) 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?
 - How to read 'Dual Use' text and make an assessment.
- Technology
 - Export Control definitions 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.
- 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
 - End User Undertaking Workshop.
- 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.

Targeted courses

Licences Workshop - Regional

Duration:	Half-day	Cost:	£120
Pre-course Knowledge:	You may have some experience of making licence applications and undertaken prior training from the Learning Path		
Description:	This Workshop is aimed at improving the permissions exporters obtain to export strategically controlled military and dual-use items, thereby reducing the number of licences required and improving compliance		

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 a development of our 'Making Better Licence Applications' workshop and 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 Individual Export Licence (SIEL) application screens to demonstrate how prior planning can reduce the number of 'Requests For Information' (RFIs), work and number of licences required.

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

Making better licence applications – London only – On demand

Duration:	Half Day	Cost:	£120
Pre-course Knowledge:	None, although having a SPIRE account and some experience of making Standard Individual Export Licence (SIEL) applications will help you get the most benefit out of this course.		
Description:	Reduce the number of Requests for Further Information (RFIs) and withdrawn/stopped cases returned to licence applicants.		

Attendees will be taken step-by-step through the licence application process on SPIRE for strategically controlled military and dual use items. The type of information required, and the reasons for requiring that information, will be explained at each stage, identifying common pitfalls and mistakes.

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

Standard Individual Export Licence (SIEL) End Use Undertaking requirements will also be covered and the End-User Advice service will be explained

Control List Classification course – London Only – Dates TBC

Duration:	Full-day	Cost:	£280
Pre-course Knowledge:	You will have experience of the classification (rating) process. We strongly recommend also attending either the foundation workshop, intermediate seminar or reviewing the Webinar's first.		
Description:	An Advanced course studying the Control Lists that apply to goods software and technology, supported by members of ECJUs Technical Assessment Unit (TAU)		

Workshops will concentrate on classifying military and 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 lists
- How to understand the terms and language used in control list entries
- Classification exercises using control text and tools available
- Software and technology controls
- The OGEL (Open General Export Licence) Checker tool and Control Lists

Class sizes for this course are limited. 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.

Are my items controlled? - Regional

Duration:	Half-day	Cost:	£120
Pre-course Knowledge:	You should have some previous knowledge of Strategic Export Controls and reviewed the Consolidated Control List before attending this course.		
Description:	Building on the Intermediate Seminar this course focuses on how to review, consider and apply the Control Lists.		

This Workshop includes a review of the military and dual-use control lists (provided in the Intermediate Practitioners course), varied classification exercises (including an opportunity to bring along your own examples to work through) and a closer look at transfers of Software and Technology.

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 'DIT'. If using a Purchase Order for payment, please ensure that Purchase Order details are sent with the registration form to the Export Control Joint Unit (ECJU) 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 Joint Unit. Please note we cannot accept payment by debit or credit card.

Cancellation policy

Training places are limited, so any cancellation or postponement of confirmed training attendance must be received by the Events Manager in writing or by email, at least ten working days before each event, otherwise course costs may be charged/invoiced accordingly. Alternative attendees are acceptable, but please contact the Events Manager beforehand to confirm the name changes.

If we have 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 ECJU 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. Please ensure that for bulk bookings we are provided with the name, contact details, e-mail address and dietary requirements for each attendee so that certificates and places can be arranged. These extra details can be provided on a separate sheet.

Although we will try and accommodate changes in bookings where possible, we are not responsible for errors made by 3rd party booking agents. Please confirm with the ECJU Events Manager if you have any concerns or questions about your place on any of our courses.

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 registration form, you are indicating that you have read and considered that the level of training on offer is suitable, and that you understand you will be charged for each cancelled event in accordance with the cancellation conditions above.

(N.B. No credit cards)

Training event calendar

Date	Event	Location	Cost	Code
September 2021				
Southampton				
28 th Sep	Intermediate Seminar 9:15 – 5:00	Leonardo Royal Hotel Southampton Grand Harbour West Quay Road, Southampton, SO15 1AG	£180	Int-28-Sep-2021
29 th Sep	Foundation Workshop 9:15 – 1:00 (Lunch from 12:30)		£120	Fou-29-Sep-2021
29 th Sep	Licences Workshop 1:30 – 5:00 (Lunch from 12:30)		£120	Lic-29-Sep-2021
October 2021				
Manchester				
12 th Oct	Intermediate Seminar 9:15 – 5:00	Kimpton Clocktower Hotel Oxford Street, MANCHESTER M60 7HA UK	£180	Int-12-Oct-2021
13 th Oct	Foundation Workshop 9:15 – 1:00 (Lunch from 12:30)		£120	Fou-13-Oct-2021
13 th Oct	Licences Workshop 1:30 – 5:00 (Lunch from 12:30)		£120	Lic-13-Oct-2021
November 2021				
Edinburgh				
1 st Nov	Intermediate Seminar 9:15 – 5:00	Radisson Blu Hotel, Edinburgh City Centre EH1 1TH	£180	Int-1-Nov-2021
2 nd Nov	Foundation Workshop 9:15 – 1:00 (Lunch from 12:30)		£120	Fou-2-Nov-2021
2 nd Nov	Licences Workshop 1:30 – 5:00 (Lunch from 12:30)		£120	Lic-2-Nov-2021
November/December 2021				
London				
30 th Nov	Intermediate Seminar 9:15 – 5:00	The Clermont, Charing Cross, London WC2N 5HX	£180	Int-30-Nov-2021
1 st Dec	Foundation Workshop 9:15 – 1:00 (Lunch from 12:30)		£120	Fou-1-Dec-2021
1 st Dec	Licences Workshop 1:30 – 5:00 (Lunch from 12:30)		£120	Lic-1-Dec-2021

Date Event	Location	Cost	Code
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January 2022

Bristol

25 th Jan	Intermediate Seminar 9:15 – 5:00		£180	Int-25-Jan-2022
26 th Jan	Are my items controlled? 9:15 – 1:00 (Lunch from 12:30)	Mercure Bristol Holland House Hotel	£120	Fou-26-Jan-2022
26 th Jan	Licences Workshop 1:30 – 5:00 (Lunch from 12:30)		£120	Lic-26-Jan-2022

February 2022

Plymouth

22 nd Feb	Intermediate Seminar 9:15 – 5:00		£180	Int-22-Feb-2022
23 rd Feb	Are my items controlled? 9:15 – 1:00 (Lunch from 12:30)	Crowne Plaza Plymouth	£120	Fou-23-Feb-2022
23 rd Feb	Licences Workshop 1:30 – 5:00 (Lunch from 12:30)		£120	Lic-23-Feb-2022

March 2022

Birmingham

8 th Mar	Intermediate Seminar 9:15 – 5:00		£180	Int-8-Mar-2022
9 th Mar	Are my items controlled? 9:15 – 1:00 (Lunch from 12:30)	Birmingham Strathallan Hotel, Signature Collection by Best Western	£120	Fou-9-Mar-2022
9 th Mar	Licences Workshop 1:30 – 5:00 (Lunch from 12:30)		£120	Lic-9-Mar-2022

April 2022

London

5 th Apr	Intermediate Seminar 9:15 – 5:00		£180	Int-05-Apr-2022
6 th Apr	Are my items controlled? 9:15 – 1:00 (Lunch from 12:30)	DoubleTree by Hilton London Victoria	£120	Fou-6-Apr-2022
6 th Apr	Licences Workshop 1:30 – 5:00 (Lunch from 12:30)		£120	Lic-26-Apr-2022

Webinars

Webinar Series – 2021

July 27th	3pm	Introduction to Export Controls
August 2 nd	3pm	Making Licence Applications
August 10 th	3pm	Technology and Export Controls
TBC	TBC	Export Control Lists
TBC	TBC	Export Control Compliance
TBC	TBC	Sanctions

Additional information

To register for any of the classroom-based courses, please complete the form at the end of this bulletin. To register for the Webinars, please look out for the invites via our e-mail service (please sign up to our [ECJU Mailing List](#), also known as Notice to Exporters service)

Further details on previous and upcoming Webinars are available at:

<https://www.gov.uk/government/publications/export-control-training-bulletin/export-control-joint-unit-webinars>

Please complete one form per attendee, or for bulk bookings, please provide details of the first attendee and a separate sheet with the names, contact details, e-mail address and dietary requirements for each additional attendee. These are to be sent to:

Denise Carter,
Events Manager
Export Control Joint Unit
Department for International Trade
Old Admiralty Building, Admiralty Place
Whitehall, London, SW1A 2DY

Tel: 020 7215 4459

denise.carter@trade.gov.uk





Event Registration Form (N.B. No credit cards)

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 _____

Date	Code (e.g. Int-13-Feb-2019)	Cost
_____	_____	_____

Section A – contact details

1. Booker

Contact Name _____

Contact Phone Number _____

Contact Email _____

2. Attendees details

Name _____

Name and Company to be
displayed on course badge
and attendance sheet _____

Email address
(if different from above) _____

Company name _____

Street Number/Building _____

Road _____

Town/City _____

Country _____

Postcode _____

Phone Number _____

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

3. Company and Purchase Order 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. Please also note that **we are unable to take credit card payments.**

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 ECJU-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

☐

ECJU Training Bulletin

☐

Compliance Inspector

☐

Recommendation

☐

ECJU Helpline

☐

Department for International Trade

☐

Notices to Exporters/e-mail service

☐

Publicity (please state)

☐

Other (please specify)

☐

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

Please send or email your completed form to:

Denise Carter, Events Manager, Export Control Joint Unit, Zone B, Second floor, Department for International Trade, Old Admiralty Building, Admiralty Place, Whitehall, London, SW1A 2DY

Phone: 020 7215 4459

Email: denise.carter@trade.gov.uk

All personal information is treated in accordance with our [Personal Information Charter](#) and will not be passed to 3rd parties unless specifically indicated.

gov.uk

The UK's Department for International Trade (DIT) has overall responsibility for promoting UK trade across the world and attracting foreign investment to our economy.

We are a specialised government body with responsibility for negotiating international trade policy, supporting business, as well as delivering an outward-looking trade diplomacy strategy.

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