



Department for  
International Trade

## Export Control Training Bulletin

Issue 6.3, August 2018

August 2018 to December 2018



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## Training events

These training events 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.

- **Locations**

Beginners and intermediate level export control seminars, Licensing 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 may be 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 [Export Control](#) and [Compliance](#) 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 or wanting a basic overview.

## Intermediate course

For those who've undertaken basic training (e.g. our Beginners course), reviewed the Consolidated Control Lists, and 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 basic 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 licensing processes.

### Licences Workshop

Aimed at improving the permissions exporters obtain to export, reducing the number of licences required and compliance with open general licences

## Beginner-level course

### Beginners workshop

Duration:	Half-day	Cost:	£118
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 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.

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	Cost:	£150
Pre-course Knowledge:	You should have some previous knowledge of Strategic Export Controls and reviewed the <a href="#">Consolidated Control List</a> (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 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.
- 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.

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## Targeted courses

### Intermediate Oil and Gas Seminar – 6<sup>th</sup> September 2018

Duration:	Full-day	Cost:	£150
Pre-course Knowledge:	You should have some previous knowledge of Strategic Export Controls and reviewed the Consolidated Control List before attending this course.		
Description:	A tailored version of the Intermediate Seminar (above) with a focus on how Strategic Export Controls apply to the Oil and Gas sector		

### Licences Workshop

Duration:	Half-day	Cost:	£108
Pre-course Knowledge:	You will have some experience of making licence applications (if relevant) and undertaken prior training from the Learning Path		
Description:	This Workshop aimed at improving the permissions exporters obtain to export, 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), reduced work and 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 feel free to put in your application an OGL you would like us to consider for review or prepare to discuss an issue you've had with Standard or Open Licences, and we will endeavor to use relevant examples.

## Control list classification and using the checker tools

Duration:	Full-day	Cost:	£240
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 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. 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.

## Making better licence applications

Duration:	Half Day	Cost:	£108
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. 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

## Cyber Export Controls 2018

Duration:	Full-Day	Cost:	£200
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### Pre-course Knowledge:

You should have already completed training on licences and strategic export controls generally before attending this course as there will be only a brief review of the licensing process. If you need to refresh your knowledge of licenses or legislation please see our [Training Bulletin](#) for details of our other materials and courses.

Attendees should also be familiar with the current Category 4 and 5 Lists of the Wassenaar Arrangement's [Dual-Use Goods and Technologies](#).

### Description:

Planning is underway for the next Cyber Export Control seminar from the Export Control Joint Unit (ECJU) and National Cyber Security Centre (NCSC) and we aim to cover the following topics:

- Category 5 Part II 'information security' Wassenaar Arrangement based controls and decontrols.
- Category 5 Part I surveillance.
- Category 4 intrusion aspects.
- Forthcoming and recent changes to the controls.
- Transfer and storage of technology/software overseas (sometimes referred to as 'Cloud Computing').

### Pre-course survey

We recognise that there are many questions exporters have concerning the strategic controls, 'Cyber' and "information security". We are therefore offering exporters the opportunity to shape this course with a pre-course survey. This will also help the course coordinators better understand the background of attendees and allow for questions to be researched before being answered at the event.

[Cyber Export Controls 2018 - Survey](#)



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## Export Control Symposium Manchester Autumn 2018

Duration:	Full-day	Cost:	£150
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Date:	A date for your diary Tuesday 6 November 2018. Registration and booking details to follow.
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Location:	<a href="#">Mercure Manchester Piccadilly Hotel</a>
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Event will cover :

- Plenary session in the morning, covering global influences and latest policy updates
- Specialist workshops including help with market risks; classifying items and US Export Controls. You will be able to register for workshops on booking.
- Networking 'village' where delegates can talk to export control advisors from government and industry

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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 '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 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 will be charged/invoiced accordingly.

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 that we are provided with the name and contact details for each attendee so that certificates and places can be arranged.

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.

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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>September 2018</b>				
<b>Edinburgh</b>				
3 <sup>rd</sup>	Intermediate Seminar 9:30 – 4:40	<a href="#">DoubleTree by Hilton Edinburgh City Centre</a>	£150	Int-3-Sep-2018
4 <sup>th</sup>	Beginners Workshop 9:30 – 1:00 (Lunch from 12:30)	<a href="#">DoubleTree by Hilton Edinburgh City Centre</a>	£118	Beg-4-Sep-2018
4 <sup>th</sup>	Licences Workshop 1:15 – 4:45 (Lunch from 12:30)	<a href="#">DoubleTree by Hilton Edinburgh City Centre</a>	£108	Lic-4-Sep-2018
4 <sup>th</sup>	Control List Classification – Dual Use and Military 9:30 – 4:40	<a href="#">DoubleTree by Hilton Edinburgh City Centre</a>	£240	CLC-4-Sep-2018
<b>Aberdeen</b>				
5 <sup>th</sup>	Control List Classification – Dual Use and Military 9:30 – 5:00	<a href="#">Aberdeen Mercure Ardoe House</a>	£240	CLC-5-Sep-2018
5 <sup>th</sup>	Licences Workshop 9:30 – 1:30 (Lunch from 1:00)	<a href="#">Aberdeen Mercure Ardoe House</a>	£108	Lic-5-Sep-2018
6 <sup>th</sup>	Intermediate Oil and Gas Seminar 9:30 – 4:40	<a href="#">Aberdeen Mercure Ardoe House</a>	£150	Oil-6-Sep-2018
<b>Oxford</b>				
26 <sup>th</sup>	Intermediate Seminar 9:30 – 4:40	<a href="#">The Jury's Inn Oxford</a>	£150	Int-26-Sep-2018
27 <sup>th</sup>	Beginners Workshop 9:30 – 1:00 (Lunch from 12:30)	<a href="#">The Jury's Inn Oxford</a>	£118	Beg-27-Sep-2018
27 <sup>th</sup>	Licences Workshop 1:15 – 4:45 (Lunch from 12:30)	<a href="#">The Jury's Inn Oxford</a>	£108	Lic-27-Sep-2018
27 <sup>th</sup>	Control List Classification – Dual Use and Military 9:30 – 4:40	<a href="#">The Jury's Inn Oxford</a>	£240	CLC-27-Sep-2018

Date	Event	Location	Cost	Code
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## October 2018

### London

3 <sup>rd</sup>	Control List Classification – Combined Dual Use and Military 9:30 – 5:00	<a href="#">London Strand Palace Hotel</a>	£240	CLC-3-Oct-2018
4 <sup>th</sup>	Making Better Licence Applications 9:30 – 1:30	<a href="#">London Strand Palace Hotel</a>	£108	MBLA-4-Oct-2018

### Leeds

24 <sup>th</sup>	Intermediate Seminar 9:30 – 4:40	<a href="#">Double Tree Hotel Granary Wharf, Leeds</a>	£150	Int-24-Oct-2018
25 <sup>th</sup>	Beginners Workshop 9:30 – 1:00 (Lunch from 12:30)	<a href="#">Double Tree Hotel Granary Wharf, Leeds</a>	£118	Beg-25-Oct-2018
25 <sup>th</sup>	Licences Workshop 1:15 – 4:45 (Lunch from 12:30)	<a href="#">Double Tree Hotel Granary Wharf, Leeds</a>	£108	Lic-25-Oct-2018
25 <sup>th</sup>	Control List Classification – Combined Dual Use and Military 9:30 – 5:00	<a href="#">Double Tree Hotel Granary Wharf, Leeds</a>	£240	CLC-25-Oct-2018

## November 2018

### Manchester

6 <sup>th</sup>	Export Control Symposium Autumn 2018	<a href="#">Mercure Manchester Piccadilly Hotel</a>	£150	Symp-6-Nov-2018
14 <sup>th</sup>	Intermediate Seminar 9:30 – 4:40	<a href="#">Manchester Deansgate Hilton</a>	£150	Int-14-Nov-2018
15 <sup>th</sup>	Beginners Workshop 9:30 – 1:00 (Lunch from 12:30)	<a href="#">Manchester Deansgate Hilton</a>	£118	Beg-15-Nov-2018
15 <sup>th</sup>	Licences Workshop 1:15 – 4:45 (Lunch from 12:30)	<a href="#">Manchester Deansgate Hilton</a>	£108	Lic-15-Nov-2018

### London

21 <sup>st</sup>	Cyber Export Controls 9:30 – 4:40	<a href="#">Park Plaza Westminster Bridge</a>	£200	Cyber-21-Nov-2018
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Date	Event	Location	Cost	Code
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## December 2018

### London

5 <sup>th</sup>	Intermediate Seminar 9:30 – 4:40	<a href="#">London</a> <a href="#">Strand Palace Hotel</a>	£150	Int-5-Dec-2018
6 <sup>th</sup>	Beginners Workshop 9:30 – 1:00 (Lunch from 12:30)	<a href="#">London</a> <a href="#">Strand Palace Hotel</a>	£118	Beg-6-Dec-2018
6 <sup>th</sup>	Licences Workshop 1:15 – 4:45 (Lunch from 12:30)	<a href="#">London</a> <a href="#">Strand Palace Hotel</a>	£108	Lic-6-Dec-2018
6 <sup>th</sup>	Control List Classification – Combined Dual Use and Military 9:30 – 5:00	<a href="#">London</a> <a href="#">Strand Palace Hotel</a>	£240	CLC-6-Dec-2018

## 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,  
Events Manager  
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.gov.uk](mailto:denise.carter@trade.gov.uk)



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## Event Registration Form (Not Symposium)

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-24-Oct-2017) \_\_\_\_\_ 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 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 (allergies) or access needs (disabled access, etc.)?.

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

Denise Carter, Events Manager, 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.gov.uk](mailto:denise.carter@trade.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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[enquiries@trade.gov.uk](mailto:enquiries@trade.gov.uk)