

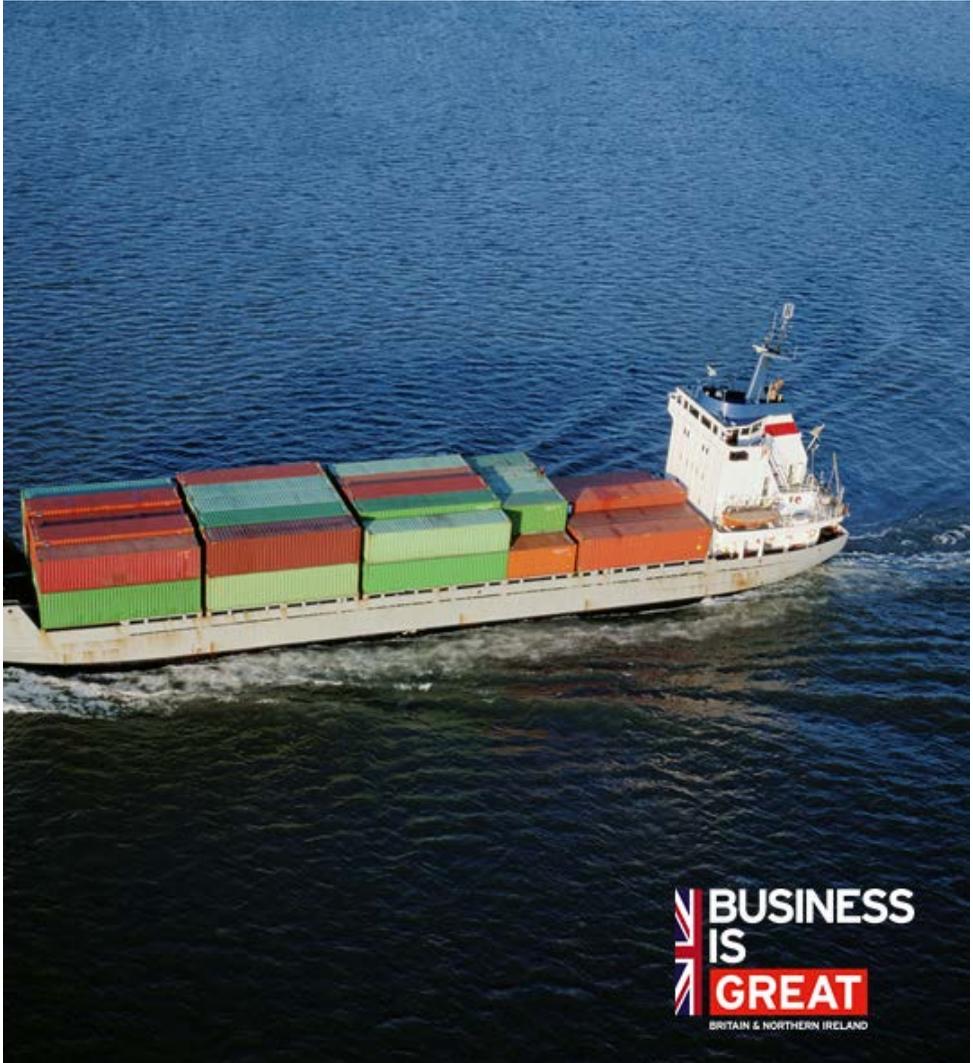


Department for  
International Trade

## Export Control Training Bulletin

Issue 3, November 2016

November 2016 to June 2017



 **BUSINESS  
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GREAT**

BRITAIN & NORTHERN IRELAND

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## Training events

Training events are aimed at exporting and trading individuals or companies, of all sizes and government organisations, and cater for a wide range of knowledge levels.

### Locations

- Beginners and intermediate level export control seminars, Making Better License Applications workshops and Control List Classification workshops will be run regionally, in Bristol, Newcastle, Birmingham, Southampton and Derby and London.

## Sector-based events

Let us know your preference

There are currently a Cyber Export Controls course planned for the 24<sup>th</sup> of November 2016 and a Nuclear course planned for the 6<sup>th</sup> of February 2017. However, we would appreciate ideas for which other sector(s) you would like us to focus on. Please e-mail us with your suggestions ([denise.carter@trade.gsi.gov.uk](mailto:denise.carter@trade.gsi.gov.uk)).

You can receive free email alerts for important news from the Export Control Organisation – including updates on the latest training bulletins – by signing up for Notices to Exporters: <http://blogs.bis.gov.uk/exportcontrol>.



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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## Beginner-level course

### Beginners' workshop

Duration: Half-day

Pre-course Knowledge: None

Description: A general introduction to export controls if you are completely new to the subject. Also suitable as a broad overview.

Topics covered will include:

- Why have controls?
- What's controlled?
- What is technology?
- Types of export licence
- 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.

You will be able to access other online training and assessment modules produced by Cranfield University.

\*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 Beginner's 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 Business, Innovation and Skills.

## Intermediate-level course

### Intermediate workshop

Duration:	Full-day
Pre-course Knowledge:	You are advised to either attend the Beginner's Workshop, or download the ECO webinar, to familiarise with the subject matter.
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, including:

- Control Lists – how these are compiled and why goods software and technology are controlled by International Regimes; how to find items on the lists
- 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 visits and what to expect when they happen
- 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 think carefully about what you need to achieve from the course, before deciding which level suits you best. Include details of learning requirements in the application.

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## Targeted course

### Making better licence applications

**Duration:** Half-day

**Pre-course Knowledge:** You will have some experience of making licence applications using the SPIRE online process.

**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



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## Advanced-level course

### 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. If this is a new area for you, we advise that you would benefit from attending 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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## 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 Organisation, Third floor  
Department for International Trade  
Victoria Street, London, SW1H 0ET  
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 (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 e-mail 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 e-mail) 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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# 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 BIS-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, used SPIRE, worked with the Consolidated Control Lists and want to put everything in context, we suggest that you attend the Intermediate Course.

## Advanced and 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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## Training event calendar

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

Date	Event	Location	Cost	Code
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### November 2016

24	Cyber Export Controls 2016	London	£150	Cyber16
30	Control List Classification – Dual Use 9:30 – 4:30	London	£240	Cjan 16

### December 2016

1	Making Better Licence Applications 9:30 – 1:30	London	£108	Mdec16-1
7	Intermediate Seminar 9:30 – 4:30	London	£150	Idec 16
8	Beginners Workshop 9:30 – 1:00	London	£118	Bdec 16
8	Making Better Licence Applications 1:00 – 4:30	London	£108	Mdec16-2

Date	Event	Location	Cost	Code
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### January 2017

11	Control List Classification - Military 9:30 – 4:30	London	£240	Cjan 17
18	Intermediate Seminar 9:30 – 4:30	Bristol Double Tree By Hilton Hotel	£150	Ijan 17
19	Beginners Workshop 9:30 – 1:30	Bristol Double Tree By Hilton Hotel	£118	Bjan 17
19	Making Better Licence Applications 12:30 – 4:30 (Lunch from 12:30 to 13:30)	Bristol Double Tree By Hilton Hotel	£108	Mjan 17
19	Control List Classification – Combined Dual Use and Military 9:30 – 4:30	Bristol Double Tree By Hilton Hotel	£240	Cjan 17-2

Date	Event	Location	Cost	Code
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## February 2017

6	Nuclear Course 9:30 – 4:30	Manchester Hilton Manchester Deansgate	£150	Nuke 17
22	Intermediate Seminar 9:30 – 4:30	Crowne Plaza Hotel Newcastle	£150	lfeb 17
23	Beginners Workshop 9:30 – 1:30	Crowne Plaza Hotel Newcastle	£118	Mfeb 17
23	Making Better Licence Applications 12:30 – 4:30 (Lunch from 12:30 to 1:30)	Crowne Plaza Hotel Newcastle	£118	Mfeb 17
23	Control List Classification – Combined Dual Use and Military 9:30 – 4:30	Crowne Plaza Hotel Newcastle	£240	Cfeb 17-2

## March 2017

8	Control List Classification – Combined Dual Use and Military 9:30 – 4:30	London*	£240	Cmar 17-1
9	Making Better Licence Applications 9:30 – 1:30	London*	£108	Mmar 17-1
15	Intermediate Seminar 9:30 – 4:30	Birmingham Hilton Birmingham Metropole	£150	lmar 17
16	Beginners Workshop 9:30 – 1:30	Birmingham Hilton Birmingham Metropole	£118	Bmar 17
16	Making Better Licence Applications 12:30 – 4:30 (Lunch from 12:30 to 13:30)	Birmingham Hilton Birmingham Metropole	£108	Mmar 17-2
16	Control List Classification – Combined Dual Use and Military 9:30 – 4:30	Birmingham Hilton Birmingham Metropole	£240	Cmar 17-2
29	Control List Classification – Combined Dual Use and Military 9:30 – 4:30	London*	£240	Cmar 17-3

Date	Event	Location	Cost	Code
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## April 2017

26	Intermediate Seminar 9:30 – 4:30	London	£150	Iapr 17
27	Beginners Workshop 9:30 – 1:30	London	£118	Bapr 17
27	Making Better Licence Applications 12:30 – 4:30 (Lunch from 12:30 to 13:30)	London*	£108	Mapr 17

## May 2017

10	Control List Classification – Military 9:30 – 4:30	London*	£240	Cmay 17
11	Making Better Licence Applications 9:30 – 1:30	London*	£108	Mmay 17
17	Intermediate Seminar 9:30 – 4:30	Grand Harbour Hotel Southampton	£150	Imay 17
18	Beginners Workshop 9:30 – 1:30	Grand Harbour Hotel Southampton	£118	Bmay 17

Date	Event	Location	Cost	Code
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## June 2017

7	Control List Classification Combined Dual Use and Military 9:30 – 4:30	London*	£240	Cjun 17-1
14	Intermediate Seminar 9:30 – 4:30	Yew Lodge Hotel Kegsworth, Derby	£150	Ijun 17
15	Beginners Workshop 9:30 – 1:30	Yew Lodge Hotel Kegsworth, Derby	£118	Bjun 17
15	Making Better Licence Applications 12:30 – 4:30 (Lunch from 12:30 to 13:30)	Yew Lodge Hotel Kegsworth, Derby	£108	Mjun 17
15	Control List Classification – Combined Dual Use and Military 9:30 – 4:30	Yew Lodge Hotel Kegsworth, Derby	£240	Cjun 17-2

\* These courses will be held at the BIS Conference Centre in 1 Victoria Street

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 above.

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# ECT 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 \_\_\_\_\_  
Date \_\_\_\_\_ Code (e.g. Mfeb 17) \_\_\_\_\_ Cost \_\_\_\_\_

## Section A – contact details

### 1. Booker

Contact Name \_\_\_\_\_  
Contact Phone Number \_\_\_\_\_  
Contact E-mail \_\_\_\_\_

### 2. Attendees details

Name \_\_\_\_\_  
E-mail 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 e-mail 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	<input type="checkbox"/>	ECO Training Bulletin	<input type="checkbox"/>
Compliance Inspector	<input type="checkbox"/>	Recommendation	<input type="checkbox"/>
ECO Helpline	<input type="checkbox"/>	Department for International Trade	<input type="checkbox"/>
Notices to Exporters	<input type="checkbox"/>	Publicity (please state)	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>		

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**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 Organisation, Third floor, Department for International Trade, 1 Victoria Street, London, SW1H 0ET

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

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)