



EXPORT CONTROL TRAINING BULLETIN

MAY TO DECEMBER 2016 TRAINING EVENTS¹

The 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.

Beginner and **Intermediate** level Export Control Seminars will be run regionally, in Exeter, Cambridge, Glasgow, Aberdeen, Oxford, Leeds, and Manchester,

SPIRE and Making Better Licence Applications workshops will be held in London and some regions.

Control List Classification workshops will be held in London, Glasgow, Aberdeen, Leeds, and Manchester.

DETAILS OF COURSES

Beginner Level Courses:

BEGINNERS WORKSHOP

Duration: Half-day

Pre-course knowledge: None.

This is a general introduction to export control for those who are completely new to the subject and/or those who only require a broad overview.

The workshop will cover topics such as:

- Why have controls?
- What's controlled?
- What is technology?
- Types of Export licence,
- Compliance & enforcement.

¹ All courses are subject to demand and may be cancelled if attendance levels are low. We also reserve the right to refuse admission on any course.

After attendance at the Beginner workshop, attendees will be provided with access to a short assessment module* to enable attendees to test their learning after the Beginners course, to a certificate of achievement. The assessment module is delivered by Cranfield University and will be in the form of online questions with multiple choice answers.

In addition to accessing the beginner's assessment, you will also be able to access other online training and assessment modules on strategic export controls for the UK defence industry, delivered by Cranfield University.

*In order for you to complete the assessment module for the Export Control Organisation's Beginners Workshop we need to pass minimal personal details (your name, company name and email address only) to Cranfield University. This personal data will not be disclosed to any other third parties and will only be held so that you can complete the assessment module. Any information about you will be held securely by Cranfield University, in accordance with the Data Protection Act 1998 and will not be used for any other purpose other than for use concerning the ECO assessment module. For more information on the Department for Business data protection policy please see: <http://www.bis.gov.uk/site/privacy>

Intermediate Level Courses:

INTERMEDIATE SEMINAR

Duration: **Full-day**

Pre-course knowledge: aimed at those who have previously attended the 'Beginner Workshop', or who already have a basic knowledge of the controls and/or those who require a deeper understanding. The day comprises a series of presentations on the following:

- *Control Lists* - How the lists are compiled and details on the types of goods, software and technology specified therein.
- *Technology* - What is technology? How can a company decide if the technology is licensable? – Different means of technology transfer – Compliance and record-keeping related to technology.
- *Trade* - The trade and brokering services controls – i.e. trafficking and brokering, covering both the goods and the activities specified.
- *End-Use Controls*
 - Weapons of Mass Destruction (WMD) (catch-all) and military end-use controls.
- *Licence types and the licensing process*
 - The different types of licence, common pitfalls when completing a licence application and how decisions are reached on whether to issue or refuse a licence.
- *Compliance* - Why we have compliance visits and what to expect during one.
- *Concluding remarks including staff training*
 - Addressing export control – ideas on how to approach staff training and why it is important – why things go wrong and the consequences.

An external speaker from HMRC, FCO, MoD, industry or a trade association will be invited to present where possible, to give a different perspective on their role within strategic export controls / the application of export controls,

Note: *We recommend you think carefully about what you need to achieve from the courses, before deciding which level suits you best.*

SPIRE AND MAKING BETTER LICENCE APPLICATIONS WORKSHOP

Duration: **Half-day**

Pre-course knowledge: aimed at attendees who have some experience of making SPIRE licence applications.

Objective: 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. SIEL Undertaking requirements will also be highlighted and the Classification and End-User Advice services will also be explained.

Advanced Level Course:

CONTROL LIST CLASSIFICATION AND USING THE CHECKER TOOLS WORKSHOP

Duration: **Full-day**

Pre-course knowledge: aimed at those who already have some knowledge or experience of the classification (rating) process – those who are not familiar with export controls, would benefit from attending the Beginner Workshop or Intermediate Seminar first.

Separate workshops will concentrate on classifying **Military** or **Dual-Use** goods, class sizes are **limited to 10**, to ensure the training exercises are as relevant as possible.

Objective: to give attendees confidence in identifying control list entries that describe their products.

Outline:

- Export control lists – review where they come from and the 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 and use of Goods Checker
- Introduction to OGEL Checker.

Reduced class sizes mean that these courses fill up quickly and we often have a waiting list of people wishing to attend. **If you book and subsequently find you cannot attend, please let us know so that we can offer your place to someone else.**

Bespoke On-site Training

The Export Control Organisation is able to offer limited in-house training opportunities, for UK companies exporting strategically controlled items.

This can be very cost-effective where a company wishes to provide general export control training for a number of staff, this may be a general introduction to export controls, but could also be tailored to the specific types of products or services you provide. Or maybe you would like an overview of export controls delivered to key company staff, supply chain and customers?

We will discuss your specific training requirements with you to determine whether specialist on-site training is appropriate and whether we have resource to offer an event.

We have an explicit minimum requirement of 10 trainees per session (inc. a.m. and p.m.).

We charge a flat rate £900+ VAT (per half day) or £1,200 + VAT (per full day). This includes all costs for the initial training event design, preparation of our presentation materials, attendance certificates (where requested) and our travel costs etc.

For an application form or more information please contact denise.carter@bis.gsi.gov.uk or trainingandawareness.eco@bis.gsi.gov.uk or telephone: 020 7215 4459.

PAYMENT

The cost of each event (per delegate) is shown on the registration form below and payment will be invoiced after the event. Payment can be made by BACS transfer or by cheque payable to 'BIS'. If using a Purchase Order for payment, please ensure that Purchase Order details are sent with the registration form to the ECO (address below).

The cost for all **scheduled courses** includes costs for attendance certificate, course presentations and Lunch.

Costs for **on-site training** covers training event design, preparation of our presentation materials attendance certificates (where requested) and our travel costs etc. 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.

CANCELLATION POLICY

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

If the ECO has no alternative but 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.

REGISTRATION

To register for any of these events, please complete the registration form below, (per attendee) and return it to:

Denise Carter
Awareness Co-ordinator
Export Control Organisation
Department of Business, Innovation and Skills
1 Victoria Street
Orchard 3
London, SW1H 0ET

Fax: 020 7215 0531

E-mail: denise.carter@bis.gsi.gov.uk

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.

Further details

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 and 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.



EXPORT CONTROL TRAINING BULLETIN

REGISTRATION FORM

By completing this form, we understand that you are aware of and accept the level of training on offer. Five working days notice will be required for cancellation of any confirmed training place, otherwise full costs will be charged for each place.

SECTION A – CONTACT DETAILS

1. Booker:
 - a. Contact Name & Tel:
 - b. Contact E-mail Address:
2. Attendee #1:
 - a. Name:
 - b. E-mail address:
(if different from contact above)
 - c. Company Name:
 - d. Company Address
 - e. Street No./Building:
 - f. Road:
 - g. Town/City:
 - h. County:
 - i. Postcode:
 - j. Tel Number:
 - k. Fax Number:

Note: Please provide individual telephone numbers and e-mail addresses for each attendee.

3. Company VAT number (must be completed)
4. Purchase Order (PO) number and Invoice Address (if different to above):

Please ensure that the correct invoice address is provided, for many attendees this will be different from your physical address.

SECTION B – FURTHER INFORMATION ABOUT YOU / YOUR COMPANY

5. How would you describe your current level of knowledge 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) Micro (1-10)
- b) Small (11-50)
- c) Medium (51-250):
- d) Large (more than 250):

11. Is your company a member of any Trade associations?

12. Do you have specific concerns/goals that you hope to address/achieve from attending this 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"/> | Publicity (please state) | <input type="checkbox"/> |
| Notices to Exporters | <input type="checkbox"/> | UKTI | <input type="checkbox"/> |
| Other (please specify) | <input type="checkbox"/> | | |

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

15. For those wishing to attend **Cyber Export Controls 2016** please also indicate which of the following area(s) are the reason(s) for your attendance:

- a) 5A002a1 Cryptography related controls
- b) 5A002a8 Cable related controls
- c) 5A002a9 Quantum Cryptography related controls
- d) 5A001j Network Surveillance related controls
- e) 4A005 Intrusion Software related controls
- f) General awareness

Other and/or particular issue/area of interest if not already stated:

SECTION C – PLEASE INDICATE YOUR EVENT CHOICE IN COLUMN ‘X’

Date	Event	Location	Cost	X
June '16				
15 th	Intermediate Seminar 9:30 – 4:30	Rougemont Hotel Exeter	£150	
16 th	Making Better Licence Applications 9:30 – 1:30		£108	
July '16				
5 th	Intermediate Seminar 9:30 – 4:30	Cambridge Cambridge Belfry Hotel	£150	
6 th	Beginners Workshop 9:30 – 1:30		£118	
6 th	Making Better Licence Applications 12:30– 4:30 (Lunch from 12:30 to 13:30)		£108	
12 th	Control List Classification – Military 9:30 – 4:30	London *	£240	
13 th	Making Better Licence Applications 9:30 – 1:30	London *	£108	
August '16				
22 nd	Intermediate Seminar 9:30 – 4:30	Glasgow Radisson Blu Hotel	£150	
23 rd	Making Better Licence Applications 9:30 – 1:30		£108	
23 rd	Control List Classification – Combined Dual Use and Military 9.30 – 4.30		£240	
24 th	Control List Classification – Combined Dual Use and Military 9.30 – 4.30	Aberdeen Ardoe House Hotel and Spa	£240	
24 th	Making Better Licence Applications 9:30 – 1:30		£108	
25 th	Intermediate Seminar 9:30 – 4:30 Oil and Gas Sector		£150	
Sept '16				
14 th	Control List Classification – Dual Use 9:30 – 4:30 – FULLY BOOKED	London *	£240	
15 th	Making Better Licence Applications 9:30 – 1:30	London *	£108	
20 th	Intermediate Seminar 9:30 – 4:30	Oxford Jurys Inn	£150	
21 st	Beginners Workshop 9:30 – 1:30		£118	
21 st	Making Better Licence Applications 12:30– 4:30 (Lunch from 12:30 to 13:30)		£108	
Oct '16				
5 th	Intermediate Seminar 9:30 – 4:30	Leeds DoubleTree by Hilton Leeds City Centre	£150	
6 th	Beginners Workshop 9:30 – 1:30		£118	
6 th	Control List Classification – Combined Dual Use and Military 9.30 – 4.30		£240	
19 th	Control List Classification – Dual Use 9:30 – 4:30	London *	£240	
20 th	Making Better Licence Applications 9:30 – 1:30	London *	£108	
Nov '16				
8 th	Control List Classification – Military 9:30 – 4:30	London *	£240	
9 th	Making Better Licence Applications 9:30 – 1:30	London *	£108	
16 th	Intermediate Seminar 9:30 – 4:30	Manchester Hilton Manchester Deansgate	£150	
17 th	Beginners Workshop 9:30 – 1:30		£118	
17 th	Making Better Licence Applications 12:30– 4:30 (Lunch from 12:30 to 13:30)		£108	
17 th	Control List Classification Combined Dual Use and Military 9.30 – 4.30		£240	

Date	Event	Location	Cost	X
Nov '16				
24 th	Cyber Export Controls 2016	London *	£150	
30 th	Control List Classification – Dual Use 9:30 – 4:30	London *	£240	
Dec '16				
1 st	Making Better Licence Applications 9:30 – 1:30	London *	£108	
7 th	Intermediate Seminar 9:30 – 4:30	London *	£150	
8 th	Beginners Workshop 9:30 – 1:30		£118	
8 th	Making Better Licence Applications 12:30– 4:30 (Lunch from 12:30 to 13:30)	London *	£108	

* These courses will be held at 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 may be charged for each cancelled event in accordance with the cancellation conditions above.