ECJU 2022 Symposium   
Registration Form

The Department for International Trade (DIT) will be hosting the Export Control Joint Unit (ECJU) 2022 Symposium on the 4th October 2022 at the Leonardo Tower Bridge Hotel. Please see the separate agenda for further details.

Please also note that due to the anticipated demand for places at this Symposium, we are currently limiting applications to only 2 delegates per company and only 1 delegate from a consulting, freight forwarder or law firm.

To join any ECJU event being offered by DIT, we need to process your personal data to undertake the task to deliver the ECJU event and to deliver good service. We will start processing your information when you complete the Event Registration Booking Form. Full details of the Privacy Notice is accessible via this link: [Privacy Notice Link](https://www.great.gov.uk/privacy-and-cookies/full-privacy-notice/)

Before completing the registration form below, please confirm by either ticking the following boxes or writing ‘Yes’ after each of the following 2 statements that:

☐ you have read the Privacy Notice and you agree to ECJU processing of your personal data for the purposes of running the Symposium:

☐ you agree to ECJU sharing your name and company name with the Ministry of Defence (MoD), and/or the Foreign, Commonwealth and Development Office (FCDO) and/or the Export Group for Aerospace, Defence & Dual Use (EGADD), if you chose to attend any of their workshops. This is for the purpose of running those workshops, and in accordance with our instructions and the above Privacy Notice. This data will be destroyed/deleted no later than one month after the symposium:

If you need to discuss anything about this symposium or this form, please contact the Events Manager at the details at the end of this form.

This cost of this course is **£240 per delegate (inc VAT)**, noting that we are unable to take credit cards.

Five working days’ notice will be required for cancellation of a place, otherwise full costs may be charged for each place.

# Section A - Symposium Registration Booking Details

1. Please note that the workshop options are near the end of this form. Please ensure that you complete your options.
2. Please provide details of the contact for this booking:
   1. Contacts Name:
   2. Company Name:
   3. Phone Number:
   4. E-mail address:
3. Please provide the attendees details:
   1. Attendee Name:
   2. Company Name:
   3. Phone Number
   4. E-mail address:
   5. Full Address and Postcode:

# Section B – Company Purchase Order Information

(Note – No credit card facility available)

The 2022 ECJU Symposium is being offered at a cost of £240 (Inc VAT) per delegate. To make payment, please provide:

1. Company VAT number (Required):

1. Purchase Order Number (payment will be sought after the event and the PO number can be provided then if not available now):

1. 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 C – More about you and your company

1. Please indicate which of the following describes your current level of knowledge of export controls?
   1. Beginner ☐
   2. Improver ☐
   3. Advanced ☐
2. Please provide a generic product/service description for your licensable activity:
3. Please provide relevant control entries for your items (for example, ML11, 3A001):
4. Who is/are your ECJU-based Compliance Inspector(s)?:
5. Please indicate which of the following is your predominant role in connection to controlled items.
   1. Manufacturer ☐
   2. Supplier ☐
   3. Intermediary ☐
   4. Consultant ☐
   5. Other (please specify):
6. Please indicate from the following 4 options the size of your company (by number of employees)?
   1. Micro (1-10) ☐
   2. Medium (51-250) ☐
   3. Small (11-50) ☐
   4. Large (more than 250) ☐
7. Please list here any Trade associations your company are/is a member of:
8. Do you have any specific dietary requirements (dietary restrictions, food allergies and/or religious restrictions) or access needs (disabled access or other requirements)? If so, please advise us here:

# D Workshop Options.

You are invited to give your preferences of **three** of the following specialist workshops.

We will do our best to allocate your top three choices (1st choice, 2nd and 3rd) but in the event of over subscription, please indicate a 4th choice. Leave blank those you are not interested in.

Please note there are 2 US Export Control workshops: **Beginners** and **Intermediate** knowledge - ensure you sign up for the right one for your level of experience.

If more than one person from your organisation is attending, you may wish to choose different workshops to gain maximum benefit and ensure all sessions are fully subscribed.

|  |  |
| --- | --- |
| 1. **The Strategic Export Licensing Criteria and the application assessment process.**   This session will focus on the Strategic Export Control Licencing Criteria and the levels of risk in trading in overseas markets and the need for due diligence. It will be led by the ECJU FCDO team  . | **Please indicate your preference 1st to 4th , or leave blank.** |
| 1. **Protecting classified information and material: MOD Form 680s (with an exercise), exhibition clearances and Private Venture security grading**   This session will provide an overview of the Form 680 process, when and why exhibition clearances are needed (such as open licences), and PV security grading of items not subject to a government contract. It will be led by the ECJU MoD team. | **Please indicate your preference 1st to 4th , or leave blank.** |
| 1. **Understanding unnecessary delays to  licence applications and how to get them right first time.**   This session will cover incomplete essential fields; incorrect or absent supporting documentation, end user undertaking errors, incorporation concerns; excessive quantities It will be led by the ECJU Licencing Unit team. | **Please indicate your preference 1st to 4th , or leave blank.** |
| 1. **HMRC Workshop: Why Goods are  Intercepted by Customs, Enforcement Action, and Outcomes**   Led by HM Revenue & Customs | **Please indicate your preference 1st to 4th , or leave blank.** |
| 1. **Compliance Unit Workshop: Working with users of Open Export Licences**   The workshop comprises of:  • Who we are  • Why we undertake a compliance Inspections  • What we do during an Inspection  • Best practice for the Inspection  • Post visit activity if we find problems  • Common failings and keeping on top of your game  • Case Studies (audience participation)  It will be led by DIT Compliance Unit | **Please indicate your preference 1st to 4th , or leave blank.** |
| 1. **Update on the modernising of ECJU’s services and the future system for processing licences - including the LITE project.**   This session will provide an update on the development of the new Licensing System to replace SPIRE.  It will be led by ECJU DIT Digital Team | **Please indicate your preference 1st to 4th , or leave blank.** |
| 1. **US Export control compliance:   Beginner**   This session will provide an overview of US export control regulations covering ITAR, EAR and the Export Control Review. It will cover:   * Relevance of ITAR and EAR to UK exporters * Explanation of key terminology used in ITAR and EAR regulations * Key challenges associated with ITAR * Key challenges associated with EAR   The session will be led by EGADD | **Please indicate your preference 1st to 4th , or leave blank.** |
| 1. **US Export control compliance: Intermediate**   This session will provide an overview of U.S. Export Controls, the current state of ECR, and proposed legislative changes. It will cover:   * Is the item under the EAR or the ITAR and what is the impact? * Developing a framework for order of review from USML to 600 series to general CCL * Understanding when and how to apply the “specifically” designed test * Grasping how classification under ITAR, 600 series or general CCL impacts your business * Developing a framework to apply the “de minimis” and direct product rules under the EAR   This session will be led by EGADD | **Please indicate your preference 1st to 4th , or leave blank.** |

# Section E – Industry Panel Question

The Industry Panel will be providing advice on how ECJU and its industry partners can help in a time of change.

After Listening to the talks from TechUK, Make UK, ADS Group and the IOE&IT there will be an opportunity for them to answer additional questions.

You are welcome to propose a short question below and we will endeavour to put as many as we can to the panel:

# Section F – Where to send completed forms.

Please send or email your completed form to:

Denise Carter,

Events Manager,

Export Control Joint Unit,

Department for International Trade,

Old Admiralty Building, Admiralty Place,

Whitehall, London, SW1A 2DY.

Phone: 07741 598195

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

All personal information is treated in accordance with our [Personal Information Charter](https://www.gov.uk/government/organisations/department-for-international-trade/about/personal-information-charter).

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.

© Crown Copyright 2022

You may re-use this publication (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence.

To view this licence visit:  
www.nationalarchives.gov.uk/doc/open-government-licence or email: psi@nationalarchives.gov.uk.

Where we have identified any third party copyright information in the material that you wish to use, you will need to obtain permission from the copyright holder(s) concerned.

This document is also available on our website at gov.uk/dit

Any enquiries regarding this publication should be sent to us at enquiries@trade.gov.uk