

HEECA

The Higher Education
Export Control Association

HEECA-ECJU Export Controls 2025 Workshop Training Programme



Export Control Joint Unit



Department for
Business & Trade



Ministry
of Defence



Foreign, Commonwealth
& Development Office

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HEECA, in collaboration with the [Export Control Joint Unit \(ECJU\)](#), is thrilled to introduce a new comprehensive 6-month training programme, designed to provide delegates with an in-depth understanding of the export control lifecycle.

Delivered through a series of 6 targeted workshops kicking off in January 2025, each workshop will cover critical aspects of UK export controls, beginning with an exploration of why controls are necessary and the origins of these regulations.

Delegates will also gain insights into conducting thorough due diligence, the different types of export licence, and navigating the full audit and enforcement process.

What to know before you register...

- This programme is **designed specifically for practitioners**/those responsible for managing export controls within their own institutions, typically from within a Research Office, Legal, Compliance or Trusted Research professional function.
- At this time, we do not consider the programme appropriate for academic, teaching, research or technical staff, or students.
- To ensure an optimal learning experience and interactive engagement, spaces are extremely limited for this programme, with only **50** available places.
- Number of places per institution are not limited at this stage, however this may be subject to change, dependent on initial uptake.
- Registered delegates are **expected to attend all six workshop sessions** – alternative colleagues may substitute in exceptional circumstances only.
- The training will be delivered through a **combination of in-person and online sessions**, ensuring flexibility and broad accessibility for delegates.

Whether you are new to export controls or looking to deepen your existing knowledge, this programme will equip you with practical skills and critical insights essential for navigating this complex landscape...

Workshop 1 – The Foundations of UK Export Controls

Wednesday 22nd January 2025 (10.00am – 3.00pm)

Location: Central London Venue – details will be shared upon place confirmation

This workshop will provide delegates with a comprehensive overview of the fundamental reasons behind export controls, examining their historical origins and the principles guiding their implementation. Delegates will learn how these controls function in practice, including analysis of risk profiles to assess potential threats associated with exports, and the importance of assessing the utility of controlled items. Key concepts such as ‘know, inform, suspect’ will be explored, equipping delegates with the knowledge needed to recognise and respond to potential compliance issues effectively. By understanding these foundational elements, delegates will be better prepared to navigate the complexities of export control obligations.

Workshop 2 – Ratings & Exceptions

Monday 10th February 2025 (10.00am – 12.00pm)

Location: Online, MS Teams

In this session, delegates will delve into the classification of controlled items and the rating systems used to determine their export status. The workshop will also cover exceptions to standard licensing requirements, providing insight into scenarios where these may apply. Delegates will gain practical knowledge on interpreting rating guidelines and identifying applicable exceptions, enhancing their ability to make informed decisions in compliance processes. This workshop aims to strengthen delegates' skills in navigating regulatory frameworks with clarity and confidence.

Workshop 3 – The ‘Who’ & Due Diligence

Tuesday 18th March 2025 (10.00am – 12.00pm)

Location: Online, MS Teams

This workshop will focus on the importance of understanding the parties involved in export transactions and conducting thorough due diligence. Delegates will learn how to identify key parties, evaluate their roles, and assess associated risks. The session will provide guidance on best practices for verifying the legitimacy of partners, ensuring compliance with regulations. By mastering due diligence processes, delegates will be better equipped to safeguard their organisations and maintain adherence to export control standards.

Workshop 4 – Decision Making & Choosing Your Licence

Wednesday 23rd April 2025 (10.00am – 3.00pm)

Location: North-west/Midlands Venue – details will be shared upon place confirmation

Building on the knowledge gained in Workshops 1-3, this session will guide delegates through the decision-making process for selecting the appropriate export licence. Delegates will learn how to synthesise information from risk assessments, due diligence findings, and item classifications to make informed licensing choices. The workshop will cover different types of export licences and their applications, empowering delegates to choose the licence that best aligns with their export scenario. By the end of this session, delegates will have a clear framework for evaluating their options and ensuring compliance with export control regulations.

Workshop 5 – Navigating the Audit Process

Wednesday 14th May 2025 (10.00am – 12.00pm)

Location: Online, MS Teams

In this workshop, delegates will gain an in-depth understanding of the UK export control audit process. The session will outline what to expect during an audit, including preparation strategies, key documentation requirements, and how to address common audit challenges. Delegates will learn practical steps to maintain audit readiness and ensure that their compliance practices are robust and well-documented. By the end of this session, delegates will feel confident in their ability to manage audits and uphold the highest standards of export control practices.

Workshop 6 – Reflective Roundtable & Programme Review

4th June 2025

Location: HEECA Annual Conference 2025

This concluding workshop will bring together insights from the entire six-month programme in a collaborative and reflective roundtable session. Delegates will have the opportunity to discuss key takeaways, share experiences, and evaluate how their understanding has evolved. The session will focus on consolidating knowledge, addressing any remaining questions, and exploring best practices for applying the learned concepts in their organisations.

Why should I register for this programme?

- To continue to ensure parity of access across all of the UK HE sector **this programme is completely free to join!** Delegates are only required to consider their associated travel costs (and accommodation where applicable) for the 3 in-person workshops.
- This course offers an excellent opportunity to network with colleagues and likeminded professionals engaged with export controls and broader due diligence obligations across the UK Higher Education landscape.
- All delegates who successfully complete the full programme will actively contribute to their personal and professional development journey and, upon finishing, will receive a HEECA-ECJU Certificate of Completion.
- Engaging with HEECA activities such as this programme directly supports a commitment for your institution with ECJU's compliance code of practise, as well as contributing to an institution's commitment to 'positive security practices' under the **National Protective Security Authority (NPSA) Trusted Research Evaluation Framework**.

Ready to get signed-up?

Once you're ready, visit our [Events page](#) to complete the registration form. After submission, we will review your details and confirm your place.

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<https://heeca.org.uk/>



<https://www.linkedin.com/company/heeca>



enquiries@heeca.org.uk

Contact ECJU

Strategic export licensing – General queries

020 7215 4594

Exportcontrol.help@businessandtrade.gov.uk

Export Control Joint Unit

Department for Business and Trade

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