

## Guidance on Export of Controlled or Dual-Use items to EU Member States.

Following the UK exit from the European Union from **1 January 2021** the export control requirements have been expanded to include all exports of controlled dual-use items (goods and technologies) to the European Union, including **within the consortium of an EU-funded research grant**.

If you are intending to export goods or technologies to the EU please first decide whether the item is controlled by following the guidance set out on the University's [Export Control website](#).

Should you conclude that the goods or technologies that you intend to export are controlled you should either:

- For Goods/technology with a direct military use or that are exported for WMD use seek a Standard Individual Export Licence (SIEL).
- For dual-use goods/technology use the guidance below to export under the **Lancaster University's Open General Export Licence (OGEL) for exports to the EU**.

Under the terms of the OGEL the University is required to have a record of all exports of dual-use goods/technology made to the EU under this licence. These records must be retained for 3 years and may be audited by the UK Export Control Joint Unit.

If you intend to export dual-use goods or technology, you must complete the University's OGEL record form **before** you export the goods/technology. Request access to the **LU EU OGEL** form from [rso-submissions@lancaster.ac.uk](mailto:rso-submissions@lancaster.ac.uk) so that the relevant information can be recorded. The form asks for information about:

- the exporter – Principal Investigator name and details
- any Co-Investigators
- how the export will be made e.g. via email, via physical export, etc.
- the Category, Item number, and Description of the goods, software or technology
- when the export will be made
- who will receive the export
- who the end-user will be

If you are able to complete the form above fully, and you are exporting intangibles or technology (e.g. research data, blue prints or other controlled information or data by email) then you will normally be able to proceed with the export. You will be issued with the OGEL licence number that must be referenced on supporting documentation accompanying physical goods or in the records you keep.

If you have any questions regarding the use of the form, please seek advice as set out below.

Additional advice must be sought before export if you:

- Are unable to complete all aspects of the form fully and confidently (please seek advice whenever unsure, failure to comply with export control legislation can be a criminal offence).
- Are exporting any items listed on Category 0 (nuclear materials, facilities and equipment) of the control lists.
- Are exporting physical items on the dual-use lists.

If you are intending to export items covered by Category 0, you must seek advice as an additional notification to the government is required before export.

If you are exporting physical goods, you will also need to list the University's OGEL number on all relevant shipping documents, purchase orders and invoices.

To obtain the OGEL number and get further guidance, please seek advice from our Export Control contacts via [rso-submissions@lancaster.ac.uk](mailto:rso-submissions@lancaster.ac.uk)