

Export Licence End User Responsibilities – Letter of Assurance Template

The following resource has been designed for sharing with all university staff for whom an export licence has been issued. It provides your institution with assurance that you have taken all necessary steps to inform the end user (whether a collaborator, funder, visitor, or any other recipient) of their responsibilities when receiving the physical or intangible items your institution is sharing under the licence.

This added assurance helps mitigate the risk of diversion to other end users not covered by the licence. This is especially important when collaborations are expanding organically to further advance research projects.

Template 1 is intended for use by university teams responsible for or leading export licence applications. It is designed to be shared internally with colleagues whose research requires an export licence issued to the institution by the Export Control Joint Unit (ECJU).

Template 2 is for onward use by those same individuals whose research requires an export licence. It is designed to be sent to an external collaborator, visitor, funder, or alternative end user, ensuring they understand what it means to receive UK export-controlled items and their responsibilities in securing and safeguarding them.

Template 1 – for internal use, within your institution

Dear colleague,

An export licence has been put in place to enable your [collaboration/visitor]. You should notify all [individual collaborators/visitors] of the importance of complying with their responsibilities as end users of the licence. We encourage you to use the draft wording below for this purpose.

Thank you for your cooperation and for ensuring the responsible handling of technology. If you have any queries or concerns about this, please let us know.

Best regards,

[Name of university team responsible for/leading export licence applications]

Template 2 – for external use, to collaborator/visitor

“Dear [Name of Collaborator/Visitor],

To enable our collaboration, [Name of University] has put in place an Export Licence, with conditions that must be met. We require that you adhere to the following guidelines regarding the use and management of the technology that I, and/or my research team, will provide you or share with you during our collaboration:

1. **Authorised Use only:** The technology (information, data, knowhow etc.) provided is for your (and your institution’s) use only, and may only be used for the purpose/s outlined in the terms of our contract and/or within the scope of our collaboration.
2. **Confidentiality and restricted sharing:** The technology is considered confidential and proprietary, hence you are strictly prohibited from sharing, distributing or disclosing the technology in whole or in part to any third parties or external entities without prior written authorisation from the licensee, in this case [Name of University]. This includes but is not limited to sharing with individuals, organisations or companies for the purpose of drafting manuscripts with the intention of publication. Any extra affiliations for collaborations for future publications, will require a new authorisation from the UK government in the form of an Export Licence before their input is sought on the manuscript.
3. **Security and safeguarding:** you are responsible for taking all reasonable steps to ensure that the technology remains secure and is not accessible to unauthorised personnel. This includes adhering to any relevant security protocols and implementing appropriate measures to prevent accidental or intentional misuse.
4. **Reporting and Compliance:** Should you become aware of any unauthorised use, sharing or breach of the terms of this license, you are required to promptly notify us and provide all relevant information regarding the incident.

Best regards,

[Name of university staff member leading collaboration/responsible for visitor]”

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