Advice on Using SPIRE

SPIRE is the Export Control Organisation’s (ECO) fully electronic system for processing strategic export licence applications. It is the main system that people need to use to apply or register for an export licence for military or dual-use products. SPIRE allows you to:

- apply for licences and OGEL registrations online
- complete an application form in draft form, before this is finalised
- access previous applications and information, using this in new application forms
- automatically validate your application as part of the process
- track how your application is progressing at every stage

There are two main types of applications that university researchers in the UK typically use:

1. Open General Export Licences (OGELs)

   Open General Export Licences (OGELs) are available for less restricted exports to less restricted destinations. OGELs are pre-published licences with set terms and conditions which you must adhere to. These conditions require you to keep detailed records of when you export the goods in question, including ensuring that appropriate references to the licence in question are included in any administrative customs paperwork (eg the Single Administrative Document). There are currently over 40 OGELs available which cover a wide range of circumstances. Some are for military goods and others are for dual-use goods. A small number of OGELs cover both. To check whether there is an OGEL that covers the export you wish to make, you can use the OGEL and Goods Checker Tool.

2. Standard Individual Export Licences (SIELs)

   If your goods, technology, software, destination or situation is not covered by an OGEL, you will need to apply for a Standard Individual Export Licence (SIEL). SIELs are organisation and project specific, for a set quantity and/or value of goods.

The University of Oxford has created a corporate account on SPIRE.

This enables members of the University to create an application to the ECO and associate that application with the University. (Applications need to be made by the responsible/lead academic/researcher.) To get started visit https://www.spire.trade.gov.uk/spire/fox/espire/LOGIN/login

When you have created your application, in part or whole, please advise the University’s SPIRE account administrator, Linda Andrews in Research Services, who can add you to the University record on SPIRE and authorise you to submit.

The ECO web site includes a lot of useful information about how to use SPIRE – see https://www.gov.uk/guidance/spire-the-basics. The SPIRE system itself also provides in-system, online help. If you have queries about using SPIRE, use the contact details at https://www.spire.trade.gov.uk/spire/fox/espire/LOGIN/login. If you have a question about your specific licence application, you can contact the Licensing Case Officer responsible for dealing with your case.