

From: [Mete Coban](#)
To: [REDACTED]
Cc: [REDACTED]; [Elliot Treharne](#); [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]
Subject: Re: Invitation to Breathe Cities Workshop
Date: 11 November 2024 07:05:57

Dear [REDACTED], thank you very much for your kind invitation. I can confirm that I will be attending - [REDACTED] copied to the email will be in touch with you about any logistics or any information that you need.

Very much looking forward to it and thank you for thinking of me.

Best,

Mete Coban MBE
Deputy Mayor for Environment and Energy
MAYOR OF LONDON
City Hall, Kamal Chunchie Way, London E16 1ZE
Mete.Coban@london.gov.uk
My EA is [REDACTED] who can be reached at:
[REDACTED] [@london.gov.uk](mailto:[REDACTED]@london.gov.uk)

From: [REDACTED]
Sent: 05 November 2024 09:51
To: Mete Coban
Cc: [REDACTED]; [Elliot Treharne](#); [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]
Subject: Invitation to Breathe Cities Workshop

CAUTION: This email originated from outside this organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Mete,

You are cordially invited to speak at the first Breathe Cities workshop which will be held in Paris from Tuesday 03 to Thursday 05 December 2024. Please find attached the official letter of invitation. Kindly RSVP by Tuesday, 19th November.

Breathe Cities workshops are closed-door working meetings that bring together technical officials from cities participating in the Breathe Cities initiatives to connect and share knowledge and best practices to accelerate air quality action in order to meet public health, equity and climate goals. Invitations have been extended to two technical officers per city, representing departments involved in delivering the city's Breathe Cities work and air quality strategy.

Session: Breathe Cities Workshop - Day 1 - Setting the scene

Date: 3rd December 2024 (morning)

Location: Climate Academy, 2 Pl. Baudoyer

RSVP: To confirm your participation or should you have any questions, please contact [REDACTED] [@c40.org](mailto:[REDACTED]@c40.org) by Tuesday, 19th November.

Our Breathe Cities colleagues in copy are coordinating this panel and are available to answer any questions you may have or share any further information you may require.

Thank you for considering this opportunity.

We look forward to welcoming you to this event soon,

[Redacted]

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[C40.org](https://www.c40.org)

[@c40cities](https://twitter.com/c40cities)

[Redacted]

[Redacted] [@c40.org](mailto:[Redacted]@c40.org)

Learn more about [Breathe Cities](#)

Find practical advice for cities about tried-and-tested climate solutions on the [C40 Knowledge Hub](#).

[Redacted]

C40 Cities Climate Leadership UK is a company limited by guarantee registered in England & Wales (company registration number 10401717 and charity number 1173124)

Please review our [privacy policy](#) to understand how we handle your personal data. Read more about the [C40 Group](#).

This message has been scanned for viruses by the Greater London Authority.

Click [here](#) to report this email as spam.

From: [REDACTED]
To: [REDACTED]
Subject: FW: Mete Coban - FTA form - Paris 2-3 December
Date: 26 November 2024 17:40:54
Attachments: [FTA Mete Coban Breathe Cities Paris 2 December 2024.xlsx](#)

Hi [REDACTED]
Sign form attached.
Kind regards,

[REDACTED]
David Bellamy | Chief of Staff | Mayor's Office
Corporate Resources and Business Improvement Directorate
GREATERLONDONAUTHORITY
City Hall, Kamal Chunchie Way, London, E16 1ZE
Email: [REDACTED]@london.gov.uk

From: David Bellamy
Sent: Tuesday, November 26, 2024 5:32 PM
To: [REDACTED]
Subject: RE: Mete Coban - FTA form - Paris 2-3 December
Thanks [REDACTED] – happy to sign this.
David.

From: [REDACTED]@london.gov.uk>
Sent: Tuesday, November 26, 2024 4:22 PM
To: David Bellamy [REDACTED]@london.gov.uk>
Subject: FW: Mete Coban - FTA form - Paris 2-3 December

Hi [REDACTED],
Apologies for adding to your inbox, I have highlighted to the team to allow time for clearance going forwards as sign off takes place on a weekly basis.
As the timeline is short, I have made an exception as travel is on Monday.
The cost of the trip for Mete will be covered by C40, and Felicity has provided her sign off.
Please let me know if you approve and happy for me to add your signature.

Kind regards,

[REDACTED]
David Bellamy | Chief of Staff | Mayor's Office
Corporate Resources and Business Improvement Directorate
GREATERLONDONAUTHORITY
City Hall, Kamal Chunchie Way, London, E16 1ZE
Email: [REDACTED]@london.gov.uk

From: [REDACTED]@london.gov.uk>
Sent: Monday, November 25, 2024 8:07 PM
To: [REDACTED]@london.gov.uk>
Subject: Mete Coban - FTA form - Paris 2-3 December

Hi [REDACTED]
As discussed, please find attached Mete's FTA for his upcoming trip to Paris on 2 December.
I will update the travel cost to reflect the true cost once the train journeys have been booked.
Thanks [REDACTED].
Best,

[REDACTED]

Environment and Energy

[Redacted]

[Redacted] al Churchie Way, London, E16 1ZE

[Redacted]

k

[Redacted]

[\[Redacted\]@london.gov.uk](mailto:[Redacted]@london.gov.uk)

GREATER LONDON AUTHORITY

Foreign Travel Approval (FTA) Form

Once the FTA form has been approved, to obtain an FTA number please email the form to your

[Business Accountant](#) or [Technical Accountancy](#)

The FTA number must be included on all CAPITA Travel bookings

N.B. Where a third party pays for your flight and/or accommodation please ensure you complete a Gifts and Hospitality Form

FTA No: BT 109-24

Traveller Details

Name	Mete Cobam	Directorate	Mayor's Office
Reason for Travel	The Deputy Mayor for Environment and Energy has been invited as a London delegate for C40 Breathe Cities Workshop (3-5 December), hosted by the City of Paris. As part of the Breathe Cities programme, the team will bring together cities through a series of peer exchange activities to connect and share knowledge and best practices to accelerate air quality action in order to meet public health, equity and climate goals. Mete will be the keynote speaker at the opening workshop. C40 will cover accomodation and meal costs and the Environment and Energy Team will cover the train travel to and from Paris.	Contact	[REDACTED]
		Ext No:	

Destination: Paris, France

Outward Journey	Start Point:	London	End Point:	Paris	Departure Date	02/12/2024
	Journey 2	Start Point:	n/a	End Point:	n/a	Date
Return Journey	Start Point:	Paris	End Point:	London	Return Date	03/12/2024

Method of Travel:	Eurostar / local train	Travel Class:	Economy
	Business Travel	WBS/Cost Centre code	
Eurostar / local train	520410	GE.0330	223.00
International Flight		n/a	
Accommodation / Other costs	537000	n/a (covered by C40)	

Travel Insurance

Staff are insured under the GLA travel insurance policy - providing they are 'fit for travel'.

Do you have any medial conditions that may mean you are not fit to travel? No [GLA Travel insurance policy](#)
 Insurer: AIG
 Policy Number: 0010627950

Authorisation of travel request (Please see table below for guidance)

Traveller

I certify that the above request is in connection with official GLA business. If the cost is recoverable from another organisation I will arrange for the cost to be recovered as appropriate and notify Financial Services.

Signature: [REDACTED] Job Title: Deputy Mayor, Environment and Energy
 Print Name: Mete Coban Date: 25/11/2024

Approval

I approve this travel application:

Signature: [REDACTED] Job Title: Chief of Staff
 Print Name: David Bellamy Date: 26/11/2024

Approval Guidance - N.B. An FTA number can only be issued after the FTA form has been signed by the relevant Approver

Traveller	Approved by
The Mayor, the Statutory Deputy Mayor and Executive Directors	Chief Officer
Staff appointed by the Mayor, excluding the Chief of Staff	Chief of Staff
All other staff	Relevant Executive Director
Assembly Members, excluding the Statutory Deputy Mayor and the Chair of the Assembly	Chair of the Assembly
Chief of Staff	The Mayor
Chief Officer	Executive Director of Resources
Chair of the Assembly	Deputy Chair of the Assembly

N.B. An FTA number can only be issued after the FTA form has been signed by the relevant Approver

From: [REDACTED]
To: [REDACTED]
Cc: [Felicity Appleby](#); [Metecoban](#)
Subject: FW: Metecoban - FTA form for approval
Date: 30 January 2025 15:43:47
Attachments: [FTA Metecoban - WHO Second Global Conference on Air Pollution and Health.xlsx](#)
Importance: High

Good afternoon [REDACTED]
Thank you for your patience.

Felicity has now reviewed the form and is happy to sign off. Please accept this email as Felicity's sign off as she is in back-to-back meetings until 5pm today.

Kind regards,

[REDACTED]

Executive Support Team
Corporate Resources and Business Improvement Directorate
GREATERLONDONAUTHORITY
City Hall, Kamal Chunchie Way, London, E16 1ZE
Email: [REDACTED]@london.gov.uk

From: [REDACTED]
Sent: Friday, January 24, 2025 1:55 PM
To: Felicity Appleby [REDACTED]@london.gov.uk>
Cc: [REDACTED]@london.gov.uk>
Subject: FW: Metecoban - FTA form for approval
Importance: High

Good afternoon Felicity and happy Friday ,

Would you be so kind as to review the attached form for Metecoban and approve via email? I will then send over to [REDACTED] for David's sign off.

Kind regards,

[REDACTED]

Executive Support Team
Corporate Resources and Business Improvement Directorate
GREATERLONDONAUTHORITY
City Hall, Kamal Chunchie Way, London, E16 1ZE
Email: [REDACTED]@london.gov.uk

From: [REDACTED]@london.gov.uk>
Sent: Thursday, January 23, 2025 3:22 PM
To: EA Job Share [REDACTED]@london.gov.uk>; Executive Support Team [REDACTED]@london.gov.uk>
Cc: [REDACTED]@london.gov.uk>
Subject: Metecoban - FTA form for approval

Hi all,

Please find attached Mete's FTA form for a trip to Colombia in March.

I'd be grateful if you could please share this with Nadeem and Felicity for approval before I submit it to David Bellamy.

Best,

[Redacted]

[Redacted]

Deputy Mayor for Environment and Energy

[Redacted]

City Hall, Kamal Chunchie Way, London, E16 1ZE

[Redacted]

[Redacted]

[Redacted] [@london.gov.uk](mailto:[Redacted]@london.gov.uk)

GREATER LONDON AUTHORITY

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The FTA number must be included on all CAPITA Travel bookings

N.B. Where a third party pays for your flight and/or accommodation please ensure you complete a Gifts and Hospitality Form

FTA No:

Traveller Details

Name	Mete Coban			Directorate	Mayor's Office	
Reason for Travel	The Deputy Mayor for Environment and Energy has been invited to be a keynote speaker at the World Health Organization's Second Global Conference on Air Pollution and Health. This is a hugely significant global Summit delivered by the World Health Organization (WHO), the foremost Authority on air quality and health guidance. Mete would have a keynote speaker role where he would showcase London's leading role on improving air pollution. It is also a vital opportunity to network with a range of high-profile stakeholders which could help with obtaining policy, strategic, political and funding support for future London initiatives. The Mayor has a strong relationship with the WHO but his diary did not permit him to accept their invitation, therefore sending Mete in his stead would be an important gesture of continued collaboration.			Contact	<input type="text"/>	
				Ext No:	<input type="text"/>	
Destination	Cartagena, Colombia					
Outward Journey	Start Point:	London	End Point:	Cartagena	Departure Date	24/03/2025
Journey 2	Start Point:	n/a	End Point:	n/a	Date	
Return Journey	Start Point:	Cartagena	End Point:	London	Return Date	28/03/2025

Method of Travel:	Eurostar / local train	Travel Class:	Economy
	Business Travel	WBS/Cost Centre code	
Eurostar / local train	520410		TBC
International Flight			TBC
Accommodation / Other costs	537000		TBC

Travel Insurance

Staff are insured under the GLA travel insurance policy - providing they are 'fit for travel'.

Do you have any medical conditions that may mean you are not fit to travel? [GLA Travel Insurance policy](#)
 Insurer Policy Number

Authorisation of travel request (Please see table below for guidance)

Traveller

I certify that the above request is in connection with official GLA business. If the cost is recoverable from another organisation I will arrange for the cost to be recovered as appropriate and notify Financial Services.

Signature : Job Title: Deputy Mayor, Environment and Energy
 Print Name: Mete Coban Date: 23/01/2025

Approval

I approve this travel application

Signature : Job Title: Chief of Staff
 Print Name: David Bellamy Date:

Approval Guidance - N.B. An FTA number can only be issued after the FTA form has been signed by the relevant Approver

Traveller	Approved by
The Mayor, the Statutory Deputy Mayor and Executive Directors	Chief Officer
Staff appointed by the Mayor, excluding the Chief of Staff	Chief of Staff
All other staff	Relevant Executive Director
Assembly Members, excluding the Statutory Deputy Mayor and the Chair of the Assembly	Chair of the Assembly

Chief of Staff	The Mayor
Chief Officer	Executive Director of Resources
Chair of the Assembly	Deputy Chair of the Assembly

N.B. An FTA number can only be issued after the FTA form has been signed by the relevant Approver

From: [REDACTED]
To: [REDACTED]
Subject: RE: For approval: DM Environment and Energy - FTA form
Date: 05 February 2025 12:22:55
Attachments: [FTA Mete Coban WHO Second Global Conference on Air Pollution and Health 24 March 2025.xlsx](#)

Hi Jess,

Thank you for your patience.

David has signed off the FTA attached.

Many thanks.

Kind regards,

[REDACTED]
David Bellamy | Mayor's Chief of Staff | Mayor's Office

Corporate Resources and Business Improvement Directorate
GREATERLONDONAUTHORITY
City Hall, Kamal Chunchie Way, London, E16 1ZE
Email: [REDACTED]@london.gov.uk

From: [REDACTED]@london.gov.uk>
Sent: Thursday, January 30, 2025 3:49 PM
To: [REDACTED]@london.gov.uk>
Subject: For approval: DM Environment and Energy - FTA form

Hi [REDACTED]

Please find attached Mete's FTA form for David's consideration.

Please note this has been cleared by Nadeem, Felicity and Bob. I have had confirmation that WHO will be covering the cost of Mete's flights so will complete a G&H form once the costs have been confirmed.

The Air Quality team and conference organisers have been chasing me for a response so I would be grateful if David could please review this at his earliest convenience.

Thanks [REDACTED]

Best,
[REDACTED]

[REDACTED]
Deputy Mayor for Environment and Energy
[REDACTED]

City Hall, Kamal Chunchie Way, London, E16 1ZE



k
[\[redacted\]@london.gov.uk](mailto:[redacted]@london.gov.uk)

GREATER LONDON AUTHORITY

Foreign Travel Approval (FTA) Form

Once the FTA form has been approved, to obtain an FTA number please email the form to your

[Business Accountant](#) or [Technical Accountancy](#)

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N.B. Where a third party pays for your flight and/or accommodation please ensure you complete a Gifts and Hospitality Form

FTA No:

Traveller Details

Name	Mete Coban			Directorate	Mayor's Office
Reason for Travel	The Deputy Mayor for Environment and Energy has been invited to be a keynote speaker at the World Health Organization's Second Global Conference on Air Pollution and Health. This is a hugely significant global Summit delivered by the World Health Organization (WHO), the foremost Authority on air quality and health guidance. Mete would have a keynote speaker role where he would showcase London's leading role on improving air pollution. It is also a vital opportunity to network with a range of high-profile stakeholders which could help with obtaining policy, strategic, political and funding support for future London initiatives. The Mayor has a strong relationship with the WHO but his diary did not permit him to accept their invitation, therefore sending Mete in his stead would be an important gesture of continued collaboration.			Contact	<input type="text"/>
				Ext No:	<input type="text"/>
Destination	Cartagena, Colombia				
Outward Journey	Start Point:	London	End Point:	Cartagena	Departure Date: 24/03/2025
Journey 2	Start Point:	n/a	End Point:	n/a	Date:
Return Journey	Start Point:	Cartagena	End Point:	London	Return Date: 28/03/2025

Method of Travel:	Flight	Travel Class:	Economy
	Business Travel	WBS/Cost Centre code	
Eurostar / local train	520410		TBC
International Flight			TBC
Accommodation / Other costs	537000		TBC

Travel Insurance
Staff are insured under the GLA travel insurance policy - providing they are 'fit for travel'.

Do you have any medical conditions that may mean you are not fit to travel? [GLA Travel Insurance policy](#)
Insurer Policy Number

Authorisation of travel request (Please see table below for guidance)

Traveller
I certify that the above request is in connection with official GLA business. If the cost is recoverable from another organisation I will arrange for the cost to be recovered as appropriate and notify Financial Services.

Signature: Job Title: Deputy Mayor, Environment and Energy
Print Name: Mete Coban Date: 23/01/2025

Approval
I approve this travel application

Signature: D Bellamy Job Title: Chief of Staff
Print Name: David Bellamy Date: 04/02/2025

Approval Guidance - N.B. An FTA number can only be issued after the FTA form has been signed by the relevant Approver

Traveller	Approved by
The Mayor, the Statutory Deputy Mayor and Executive Directors	Chief Officer
Staff appointed by the Mayor, excluding the Chief of Staff	Chief of Staff
All other staff	Relevant Executive Director
Assembly Members, excluding the Statutory Deputy Mayor and the Chair of the Assembly	Chair of the Assembly

Chief of Staff	The Mayor
Chief Officer	Executive Director of Resources
Chair of the Assembly	Deputy Chair of the Assembly

N.B. An FTA number can only be issued after the FTA form has been signed by the relevant Approver