Hi,

Yes I can do Wednesday.

Sent from my iPhone

On 16 Sep 2022, at 21:04, [Redacted] wrote:

Dear Mr [Redacted],

May I kindly introduce myself as Ms Leinonen’s new assistant.

Unfortunately we have some last minute internal meetings coming up for this Tuesday. Would Wednesday 21 September at for example 14:00 still be an option?

Apologies for the inconvenience.
Wishing you a nice weekend and best regards,

[Redacted]

From: [Redacted]
Sent: Friday, September 16, 2022 4:33 PM
To: [Redacted]
Subject: RE: MEETING REQUEST (SB) on raw materials - Cobalt Institute
Hi [Name]

Just adding one additional attendee [Name] for our meeting on Tuesday.

See attached.

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From: [Name]  
Sent: 11 August 2022 16:24  
To: [Name]  
Subject: RE: MEETING REQUEST (SB) on raw materials - Cobalt Institute  

Hi [Name]  

See attached.
OK, I’ll mark it.

Could you please fill in the following table and send it back to me at your earliest convenience?

Are you coming alone? If not please mark all the names and give all the details required for each person.

Regards,

Let’s say in person.

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Dear [Name],

The invitation was sent.

One thing we haven’t discussed is whether this will be an in person meeting or a virtual one.

Kindly let me know your thoughts. If in person you need to provide me the details of who’s coming in order to provide you access to our building.

Regards,

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Hi [Name], both work. Perhaps Tuesday?

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Hi,

How about from 15:00 to 15:30 on the 20th Sept or from 16:00 to 16:30 on the 21st Sept?

Let me know which one works best and I can send you an invitation.

Regards,

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At the moment, I could do any time on Tuesday 20, or after 11am on Wednesday 21?

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Sure, no problem. What day would suit you best?

Hi,

Could you do the week after? I’m afraid we’ll be in the US doing meetings all that week.
Subject: RE: MEETING REQUEST (SB) on raw materials - Cobalt Institute

Hello again,

Many thanks for your message and really sorry for the delay!

I am afraid Suvi’s next weeks are very busy and there’ll be impossible to organize a meeting before the summer break. How about mid fall? Would any of the following dates work for you:
13th Sept from 10:00 to 10:30
15th Sept from 16:00 to 16:30
17th Sept from 11:30 to 12:00

Kindly let me know what would suit you best!

Regards,

From:
Sent: Monday, June 13, 2022 7:03 PM
To: LEINONEN Suvi (CAB-URPILAINEN) <Suvi.LEINONEN@ec.europa.eu>
Cc:
Subject: RE: MEETING REQUEST (SB) on raw materials - Cobalt Institute

Hi,

Just wondering if you’ve any update on possible timings for this?

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Hi,

I am afraid Suvi is super busy these days, I must first confirm with her and I’ll get back to you with a proposal.

Regards,

We would be delighted to meet with Suvi, and I can confirm we are already on the transparency register (635532237570-09).

I could do any of these if they work for you?

1. Wednesday 8 June – 14.00-17.00 CEST
2. Friday 10 June – 13.00-15.00 CEST / 16.00 CEST
3. Tuesday 14 June – 10.00-14.00 CEST
Dear Mr [name],

I hope you are doing well.

[Your name] suggests you to meet Suvi Leinonen, our Cabinet member who’s portfolio includes raw materials. I am her assistant and I could help find a suitable date.

In view of the meeting you must be registered in the Transparency Register. Please be aware that if you want to add another stakeholder to the meeting, then also that stakeholder needs to be in the Transparency Register as well. For registration please use the following link: [Transparency Register (europa.eu)]

Once registered, kindly get back to me with the registration number and we can pursue with the meeting arrangements.

Looking forward for your feedback!

Regards,
Dear Ms [Redacted],

On behalf of the Cobalt Institute – the global trade association representing the interests of Cobalt producers, users, recyclers and traders – I would like to request a meeting to discuss how the EU can secure long-term and responsible access to strategic raw materials like cobalt through international partnerships such as the Global Gateway initiative.

Cobalt is a critical raw material and will be essential for Europe’s green transition. Europe will rely on imports from countries like the Democratic Republic of Congo (DRC) where 65% of known reserves lie. We see that initiatives like the Global Gateway are well placed to support cobalt sourcing and infrastructure in sourcing nations, such as the DRC. This will in turn enhance relations with local governments and would allow industry to play an active role in improving the responsible sourcing standards.

We would be grateful to meet with you to share our expertise and experience of working with the DRC and discuss the kinds of investment that can make a real difference to the security and sustainability of the supply of important raw materials. We are also aware that this will be discussed in the European Development Days on 21-22 June and would like to offer our support in the context of that event.

Please let us know whether a virtual or an in-person meeting could be arranged in the upcoming weeks.
We are looking forward to your answer and remain at your disposal for any further information.

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