

SuSanA GSC Meeting Minutes 25.02.2026

Attendees

GSC: Malesi, Mujed, Amelia, Tomaz, Girija, John

Secretariat: Alex, Juri, Clara

Missing: Dorothee

Meeting notes – Agenda in bold

1. Open questions with regards to SuSanA

- How should Susana be evolved/Role of GSC?
 - o The By-laws cover the overall target, processes and the network structure to facilitate the clear understanding of roles and tasks of each entity
 - o The GSC serves as the main decision-making body and guides SuSanA's direction

2. SuSanA Governance Structure - Clarification of the roles and intersections, responsibilities and respective tasks of the GSC; AB & Secretariat – Input by the Secretariat

compare to the presentation

3. Agreement on General Procedures – Open discussion and decision making

a. Monthly meeting day and time

- Due to the special situation with people in many different time zones, it is desirable that everyone adjust their availability flexibly
- Last Thursday every month at 1pm CET
- Expected to be not longer than 90 minutes

b. Pre-meeting with the co-chairs

- At least one week prior to the monthly meeting to ensure that every member has one week to prepare for the meeting
- To be held between the co-chair and the secretariat

c. Setting up and sharing the meeting & agenda

- Sharing the meeting invitations and agenda via mail is a task of the secretariat

d. Sharing Screen & moderation

- Sharing screen: Unless otherwise agreed: GSC
- Moderation: Unless otherwise agreed: GSC

e. Reporting & minutes

- GSC will take the meeting minutes in the existing word document template (rotation basis, next meeting: Tomaz)
- The draft should be reviewed by the GSC-members

- Publishing on the website is done by the Secretariat

- f. Critical number of GSC-members for Decision making (Quorum)**
 - A minimum of 3 GSC members is needed to take a decision (as set in the By-laws)

- g. Knowledge management, collaborative working, usage of MS-teams & SharePoint**
 - Juri must ensure that everyone has access to MS-teams & SharePoint

- h. Further agreements**
 - See 5. AOB c.

4. Preview on upcoming thematic activities – Input by the Secretariat

Compare to the presentation

5. Any other business (AOB)

- a. Question if there are unfinished tasks from the previous GSC work, that require further action
- b. Preview to the next GSC-Secretariat Meeting – **Input by the Co-chair of the GSC**
- c. Discussion on the need of formulating a strategic 5-years-plan for SuSanA with KPIs
 - Task force to be set-up by John Sauer, including:
 - 3-4 members of the GSC: John, Munjed, Amelia, Girija
 - 1 member of the Secretariat: Juri

New Meeting time and date?

➔ 26.03.2026 1 pm CET

23.02.2026 Pre-Call to clarify on the Agenda

In Attendance: Malesi, Alex, Juri, Clara

Notes

- GSC trying to understand its role
 - o How meetings should be etc
 - o Agenda of GSC should be more visible
- In the past: Co-Chair was sending the invitation to the meetings, GSC as setting up the agenda
- GSC try to keep the Agenda, don't have too much time to create new ideas etc
- Agree on a meeting slot because of all the different time zones

Recap 1. Call

- SuSanA Fund: How it can grow
- Discussion: AB, member try to understand how the AB works
- Structure between the GSC and AB, clarify its roles, collaboration
- Agreed on co-chairing: Dorothee and Malesi
- Amelia and Tomaz for the second year
- Girija and ? for the third year
- procedure of taking minutes/recording (word document), delegate to the GSC
- Where the GSC needs to participate/ Where does the secretariat needs help?

Agreed upon Agenda for the 25.02.26

1. SuSanA Governance Structure - Clarification of the roles and intersections, responsibilities and respective tasks of the GSC; AB & Secretariat – **Input by the Secretariat**
2. Agreement on General Procedures – **Open discussion and decision making**
 - a. Monthly meeting day and time
 - b. Pre-meeting with the co-chairs
 - c. Setting up and sharing the meeting & agenda
 - d. Sharing Screen & moderation
 - e. Reporting & minutes
 - f. Critical number of GSC-members for Decision making
 - g. Knowledge management, collaborative working, usage of MS-teams & SharePoint
 - h. Further agreements
3. Preview on upcoming thematic activities – **Input by the Secretariat**
 - a. Role and strategic development of the network
 - b. Thematic orientation
 - c. Future development of the Forum and Working Groups
 - d. Post2030 discussion
4. Any other business (AOB)
 - a. Preview to the next GSC-Secretariat Meeting – **Input by the Co-chair of the GSC**

Follow-Up tasks / Until the second meeting:

- list of tasks (proposal) for the GSC, to discuss roles, ideas, responsibilities and more in the meeting
- Existing thinking of the plan of the year, general discussion, how everyone fits into that plan