Forum Program Committee Charter

Purpose

The purpose of the Forum Program Committee (FPC) is to encourage and curate a strong program of presentations, workshops and panels for Euro-IX fora. This includes facilitating discussions as session chairs or moderators, soliciting feedback from previous fora to be considered in developing future agendas and proposing areas of improvement to enhance fora activities. The FPC can assist in the FPC election process, by helping Euro-IX to ensure the election process is accessible, inclusive and welcoming of all candidates who would bring value to Euro-IX fora.

FPC – What Do They Do?

Forum Program

The program is an integral part of the Euro-IX fora and designed to share knowledge on all aspects of IXP operations. The program provides high-value content that is specifically focused on IXPs, much of which is unique to the fora.
The FPC is responsible for soliciting, developing the theme, context and topics of future fora and all knowledge sharing content such as:

- Commercial Issues
- Customer Views
- General Issues
- Interactive Sessions
- Lightning Talks
- Next Generation IXPs
- Regulatory Issues
- Technical Issues
- Tools and Automation
- Workshops and Tutorials

In addition, the FPC is responsible for:

- Securing speakers and panelists
- Facilitating discussions as session moderators or chairs

- Proposing areas of improvement and any additional activities to enhance the fora

Program Content

The FPC is responsible for finding all the program content. Each Forum agenda has several hours of content that needs to be filled:

- 5 general session presentations (20 – 30 minutes)
- 6 Lightning Talk presentations (<10 minutes)
- Variable number of Tutorials and Workshops
- Content very specific to IXPs and must be relevant
- Highly reliant on Members and Patrons for content

Challenges

There is a lot of technical content and we need:

- More content on commercial and marketing
- More interactive sessions
- More speaker diversity

FPC Structure and Roles

The structure of the FPC will consist of a Chair, Vice/Co-chair, PC Members and at least two support staff from the Secretariat. The FPC roles include:

- FPC Chair/ Vice Chair - The FPC shall appoint the Chair and Vice Chair from within the members of the committee. The Chair must meet the same criteria of independence as other members of the committee.
- Forum Session chairs/ moderators
- Forum mic runners
- Forum welcome committee/ New-comers welcome committee

Selection process

- A Chair should be appointed by the FPC Members via a voting mechanism
- The appointment of a Chair and Co-Chair will last per forum and will be eligible to serve another term via voting. Over 50% of all current FPC Members are required to approve.

- Serving FPC Members can serve more than one term
- Over 50% of the current FPC Members are required to approve the appointment of all new PC members.
- The Chair of the FPC will then communicate the appointment of the new member(s)
- There is no maximum number of FPC Members

Chair and Vice-Chair Responsibilities

- Provide leadership for the committee
- Facilitate communication and discussion during the meetings
- Serve as spokesperson within the organisation for the committee
- Create the agenda in partnership with staff support
- Facilitate the meeting according to the agenda
- Provide research as needed for the committee
- Stay in regular communication with the Euro-IX Secretariat
- The Chair will be compensated at fora via hotel accommodation for 2 nights

Ordinary FPC Members

- Ordinary FPC Members are expected to serve on the committee for a minimum of 18 months with the view to renew their membership.
- FPC Members should contribute to Committee discussions at meetings and on the dedicated mailing list.
- Develop the forum program
- Provide Euro-IX fora with best practices through individual relationships through recommending stakeholders contact.
- Ensure continuity of Euro-IX fora
- Provide feedback and recommendations for the improvement of fora and FPC practices where necessary.

Conduct of FPC Meetings

- The Euro-IX Secretariat is responsible for the organisation of FPC meetings (scheduling and sending meeting links).
- The FPC Chair and Vice Chair are responsible for chairing meetings and the meeting agenda.
- The FPC shall meet as and when necessary to fulfill their role
- Meetings may take place in person or by audio/video conference

- The FPC shall keep notes of meetings and track all actions

Accountability and Stepping Down

- If a FPC Member decides to step down from the FPC for any reason before his/her term ends, this must be conveyed to the Euro-IX Secretariat and other FPC Members in writing via the FPC dedicated mailing list.
- If a FPC Member consecutively misses more than five meetings without communicating with the Euro-IX Secretariat directly or the other FPC Members via the dedicated FPC mailing list, the Secretariat shall contact and review the Members position on the Committee.

Code of Conduct

FPC Members are expected to show respect for all. FPC Members are encouraged to respect each other's points of view and resolve disagreements and differences of opinion in a respectful manner. If there are conflicts of interest between FPC Members that cannot be resolved, the Managing Director can make executive decisions in these instances between FPC Members. FPC Members should abide by and promote the Euro-IX Code of Conduct here: https://www.euro-ix.net/en/events/code-conduct-euro-ix-fora/

What does the FPC not do?

Euro-IX staff is responsible for organising these forum and agenda items:

- Event venue, hotel and logistics
- Excursions
- Socials, coffee breaks, meals
- Forum welcome
- Member and Patron Introductions
- Euro-IX Update
- General Meetings and elections
- Working Groups and Round Tables

Review

The Euro-IX Secretariat or the FPC Chair shall conduct a yearly review to confirm if FPC Members would like to continue on in their roles, by way of written/email confirmation.

FPC members typically serve a term of two fora /one year.

Expectations and Benefits

Expectation	Benefits
Recruit Proposals	Regular contact with community
Review, Rate, Comment on Proposals	Serve the community
Herd Proposals	Build a great program
Attend ~ 10 Conference Calls	Be part of a fun team
Communicate with Presenters	Industry and peer visibility
Chair Sessions	Improve/ add skill set

Good candidates:

- Have a strong interest in the forum agenda
- Have time to recruit, review and shepherd talks (~1 hour/week)
- Attend both Euro-IX fora per year
- Able to attend 50-75% of all scheduled FPC calls