EuroDIG Programme Committee Charter

The EuroDIG Programme Committee (PC) consists of volunteers drawn from the multistakeholder EuroDIG community and appointed by the EuroDIG Support Association Board. The composition of the PC will reflect a commitment to diverse representation in terms of stakeholder group, gender, geographic location, and areas of expertise. The PC will also include a representative of the host organisation for the coming year's event and may include representatives of future hosts (if known). The PC will be made up of about 12 individual members.

Each member of the EuroDIG PC participates as an individual and does not represent their employer.

What does the EuroDIG Programme Committee do?

The EuroDIG Programme Committee's primary responsibility is to develop the programme of the annual EuroDIG meeting, ensuring that discussions cover issues that are relevant and timely issues for the EuroDIG community, and that sessions are developed in an inclusive and multistakeholder manner.

A member of the PC is expected to:

- **Identify relevant and timely issues and debates for inclusion in the EuroDIG programme:** The PC members should employ their collective expertise, knowledge and experience to identify issues and debates that are relevant to the EuroDIG community and current, particularly in terms of new or emerging policy, regulatory or technical developments.
- **Review input received via the annual EuroDIG Call for Issues:** The input received via this process is intended to inform the preparation of the EuroDIG programme, and the PC members should reflect and incorporate these inputs in defining the overall programme and specific sessions.
- **Pro-actively recruit relevant and interesting speakers:** The PC members are expected to actively seek out and encourage participants and speakers from their own communities and stakeholder groups.
- **Agree on EuroDIG programme format and specific sessions:** Working closely with the EuroDIG Secretariat and drawing on the input received in the open Call for Issues, the PC members will discuss and agree on the format of the annual EuroDIG event, the individual sessions to be included, and the Organising Teams responsible for each session.
- **Support community organisers and participants in session planning:** Members of the PC will take on a stewardship role in the Organising Teams and help them by planning, coordinating, and leading specific sessions in the EuroDIG programme. Members of the PC should be willing to support Organising Teams of the community with appropriate advice, support, and ensuring effective communication with relevant EuroDIG stakeholders (including the EuroDIG Secretariat). As such the PC members are requested to sign up to the agreed, public session mailing lists to follow the work of the Organising Teams to ensure that EuroDIG session principles are followed. Each member of the PC will be required to take on the stewardship for 2-3 sessions.
- **Participate in PC calls and mailing list discussions:** The Programme Committee would expect to hold 3-4 calls in the first half of the year as the planning for the event (usually held

mid-year) proceeds. All comments, ideas, and observations are welcome, and PC members are expected to share their thoughts in an open, polite and constructive manner, and to read and actively contribute to discussions on the PC mailing list.

- **Relationship with the EuroDIG Secretariat:** The Secretariat will guide and facilitate the work of the PC, provide collaborative working tools as well as schedule virtual meetings. The secretariat will provide advice on processes and methodologies that worked well in the past and suggest programme formats according to the venue facilities. The secretariat will implement the work of the PC into a programme and consult with PC members individually in case of questions.
- **Drafting the EuroDIG Messages**: Members of the PC will participate in the sessions on which they have taken on the stewardship, draft the messages during the sessions and present them at the end to achieve consensus by the audience.
- **Providing advice on the Call for Issues:** The annual Call for Issues follows a structure that is reviewed by the PC. Suggestions from the PC regarding the Call for Issues may be taken into account prior to the publication of the call. This may apply both to the following EuroDIG cycle and to the cycle in which the PC is serving.

EuroDIG Programme Committee Composition

The Programme Committee shall include members drawn from the following stakeholders. The number of each category is indicative and could be adapted according to the circumstances, by decision of the Board that will approve the final list:

- Host and cooperation partner (2 seats)
- Previous host(s) (2 seats)
- Youth (2 seats)
- EuroDIG Board (1 seat)
- EuroDIG Members (2 seat)
- European IGFs (2 seats)
- Experts (2 seats)
- Open invitation to Partners to join the PC meetings

Programme Committees Task and Expected Time Commitment (2027)

- December:
  - Agreement on the categories for review (1-2 PC member review one category)
- Beginning of January:
  - reviewing and structuring the proposals received during the Call for Issues for one category of topics (estimated time 3h)
- 2nd half of January:
  - Joint review of proposal received and identification of additional topics (virtual meeting 3h)
  - Individual communication with the secretariat on clarifying questions (1h)
  - Agreement on a draft programme (virtual meeting 3h)
- First half of February:
  - participating in the public programme planning meeting (4h)

- Incorporating the input from the public, programme planning meeting by email or in a virtual meeting, depending on the input received from the community (2h)
- Agreement on which PC member is taking the stewardship for which session

- Second half of February:
  - Helping to identify Focal Points for the sessions
  - Signing up for related session
- March - May
  - Following Session mailing lists and providing advice to Org Teams (hard to estimate)
  - Coordination call on the overall programme (2h)
- During EuroDIG (May / June)
  - Participating in the meeting (ideally in person)
  - Drafting and presenting the messages for the session a PC member has signed up for (2 days)
- After EuroDIG (June / July)
  - Finalising the messages together with the Org Team (0-2h)
  - Reviewing EuroDIG and suggesting changes in the process i.e. the Call for Issues (2h)

EuroDIG Programme Committee Selection & Appointment

Members of the EuroDIG PC are appointed for a one-year term, which may be renewed at the discretion of the EuroDIG Support Association Board. Following the EuroDIG annual event, the Board will appoint the PC for the coming year.

The Board and EuroDIG Secretariat will take appropriate steps to call for community volunteers to serve on the EuroDIG PC and will engage with prospective candidates before appointing and announcing the members.

The term of each member of the PC will formally conclude at the end of the EuroDIG annual event. A member may be removed by the EuroDIG Support Association Board prior to the end of their annual term following a unanimous vote by the remainder of the PC.