

RIPE Programme Committee Charter

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Approved by: RIPE Community

Document ID: ripe-853

Updates: ripe-829

Date: 12 March 2026

1. Introduction and Scope

The RIPE Programme Committee (PC) is a group of volunteers selected by the community that is responsible for developing the programme for a large part of the RIPE Meeting.

2. Responsibilities

The RIPE Programme Committee (PC) is responsible for:

- Ensuring that the RIPE Meeting programme consists of interesting, relevant and inspiring content
- Planning and all content at RIPE Meetings other than RIPE Working Groups (WG) and sessions for which the RIPE Chair Team takes responsibility
- The timely publication of the Call for Presentations and the RIPE Meeting agenda

The Programme Committee works by consensus.

What does this mean in detail?

The PC's main responsibility is selecting talks for the RIPE Meeting Plenary sessions. Sounds simple? There's a bit more to this. A member of the PC is expected to:

2.1. Before the RIPE Meeting

- **Pro-actively recruit relevant and interesting speakers:** You are expected to recruit speakers from your own community, but if you travel you can also reach out to speakers from other communities. You should encourage potential speakers to submit presentations.

- **Inform communities about the RIPE Meeting and encourage participation:** PC members are usually active in various Internet communities. We expect you to keep the communities you are part of updated about deadlines and any issued Calls for Presentations (CfPs) etc.
- **Review and rate the submitted presentations:** You are expected to read, review and rate all submitted presentations. This includes sharing your feedback using the comment box.
- **Act as a shepherd for submissions when needed:** Sometimes the PC feels that the content of a presentation is good, but it needs some changes or improvements. You might be asked to volunteer as a 'submission shepherd' to work with the speaker in question to convey the PC's feedback and help them make the necessary changes. Usually, PC members who are experts on the topic, or who know the proposer, are asked to volunteer.
- **Participate in PC calls, discussions and mailing list discussions:** The PC holds regular calls (usually 2 - 3 calls during the month before each RIPE Meeting) to select the best content for the RIPE Meeting and all comments, ideas and observations are welcome.

You are expected to share your thoughts in an open, polite and constructive manner, that upholds the RIPE Code of Conduct. You are also expected to read and actively contribute to the PC mailing list discussions.

2.2. During the RIPE Meeting

- **Attend and participate in RIPE Meetings:** You are expected to attend and actively participate in the RIPE Meetings taking place twice a year.
- **Attend and participate in the PC meeting(s):** The PC might meet in person during physical RIPE Meetings. You are expected to join in these meetings as scheduled.
- **Co-Chair plenary sessions during the RIPE Meeting:** Each session has two Co-Chairs, who will divide the necessary duties between them. When chairing a session, you are expected to coordinate with your fellow Co-Chair, check with the presenters and RIPE NCC staff and ensure that the session runs smoothly and starts and finishes on time. You also manage the Q&A session. You should aim to ensure that the discussion takes place in a respectful tone in keeping with the RIPE Code of Conduct.
- **Review Lightning Talk submissions:** Lightning Talks can be submitted just a few days before the RIPE Meeting or during the week of the RIPE Meeting. You are expected to reserve time during the RIPE Meeting to review Lightning Talk submissions.

3. Composition and Roles

The PC will consist of up to twelve appointed individuals:

1. Eight community representatives selected by participants at-large at RIPE Meetings;
2. One appointed by the RIPE WG Chairs;
3. One appointed by the [CAPIF](#) Programme Committee;
4. One appointed by the [MENOG](#) Programme Committee;
5. One appointed by the [SEE](#) Programme Committee;
6. One appointed by the local host, where appropriate.

The member selected by the RIPE WG Chairs will be the liaison between the RIPE WG Chairs, the RIPE PC and the RIPE Chair Team.

The regional meeting or Network Operating Group (NOG) programme committee representatives act as liaisons between their respective Programme Committees and the RIPE PC, and also represent their region.

A local host representative may be co-opted by the PC in consultation with the organisation hosting a RIPE Meeting. They should be well known to the local community and provide a liaison between them and the PC.

The PC has the discretion to co-opt individuals whenever expert or local knowledge could help to plan the agenda for a RIPE Meeting. Such individuals co-opted on to the PC serve only until the meeting that required their co-option takes place.

The PC members select a Chair among themselves who will oversee the work of the PC: scheduling its meetings, issuing calls for papers, co-opting members, etc.

The PC members also select up to two Vice Chairs who aid the Chair as necessary.

The RIPE NCC appoints a permanent, non-voting observer to the PC to provide any coordination functions which may be required.

4. Appointment of Programme Committee Members, Process and Terms

- **Term Length:** Eight members of the RIPE PC selected by participants at-large at RIPE Meetings serve a term of four consecutive RIPE Meetings. Each such member is elected for a four-meeting term at each RIPE Meeting, through a deliberate process by attendees of the RIPE Meeting.
- **Term Limits:** These community-appointed members of the PC serve a maximum of three consecutive terms.

- For members, representing other groups or organisations, each group will decide how it selects its RIPE PC representative.
- Elected PC members may be removed, by a unanimous vote of the PC.
- For representatives of other programme committees, the Working Group Chairs, or organisations, the PC may request that an appointed member of the PC be replaced by the organisation that appointed that member, by a unanimous vote of the PC.

5. Financial Support for PC Members

The work of the PC is primarily done before the meeting and online. However, it is important that a sufficient number of PC members are present at the RIPE Meeting to chair sessions and make last-minute adjustments to the programme.

If PC members need financial support to participate in the RIPE Meeting, they are encouraged to [contact the RIPE Chair Team](#).

6. Contact Details and Further Information

The RIPE Programme Committee can be contacted at pc@ripe.net.

[The RIPE Programme Committee webpages](#)

[The RIPE Code of Conduct](#)

7. Document History

This document updates [ripe-829](#)

First Draft Proposed: [15 December 2025](#)

Consensus Declared: [28 January 2026](#)

Final Version Published: 12 March 2026

8. Acknowledgements

We thank the members of the RIPE PC for their contributions and feedback.