

Now that the EPDP Team is recommencing its meetings for phase 2, we thought it might be helpful to remind you of how we are proposing to facilitate alternates to follow the work of the EPDP, as per other PDP efforts, and step in if/when needed.

1. **Alternate presence in the Zoom room** – as requested by several groups, alternates will be able to join the EPDP Team zoom room. Staff will no longer run a separate view-only room. Note that for others interested to follow the deliberations, zoom and audio recordings will be posted immediately posted following the meeting, with the transcript posted as soon as available. However, to avoid any confusion, alternates not replacing a member are required to rename by adding ‘zzz’ to the beginning of their name and add (alternate - affiliation) at the end which means that you are automatically pushed to the end of the queue. To rename in Zoom, you hover over your name and click ‘rename’. Alternates are not allowed to engage in the chat (apart from private chats) nor use any of the other zoom room functionalities such as raising hands or agreeing / disagreeing.
2. **Alternate subscription to the mailing list** – we will no longer change the status of members and alternates on the mailing list based on their status, but instead use the honor system. Alternates are only expected to post to the mailing list if they are replacing a member. As such, any alternate posting to the mailing list is expected to include in their heading (‘replacing member [name] until [date]’). Violations of this rule will result in a downgrading to observer status (read-only, no posting rights).
3. **Alternate replacement confirmations** – In order to keep track of alternate replacements, you are required to continue using the [google form \[docs.google.com\]](#) to communicate whom an alternate is replacing and for which period. This information will be publicly posted so that the EPDP Team is aware at any time who is active in the EPDP Team. [Alternate Assignment – EPDP Phase 2 wiki page.](#)

As a reminder, Team Members, Liaisons, and Alternates must complete and maintain an up-to-date Statement of Interest on the GNSO wiki. If assistance is needed, reach out to [gnso-secs@icann.org](mailto:gnso-secs@icann.org)

Also, as many of you may be new to Zoom, we strongly encourage you to review the following information [see attachments). If you have any questions, please feel free to reach out to [gnso-secs@icann.org](mailto:gnso-secs@icann.org), we encourage you to log in early the day of the meeting and ask any questions you may have regarding zoom.

Thank you,

Terri