

# Legal

October 2017 quarterly check-in



**WIKIMEDIA**  
FOUNDATION

**Public Version: Select items removed for confidentiality or privilege purposes**

All content is © Wikimedia Foundation & available under [CC BY-SA 3.0](https://creativecommons.org/licenses/by-sa/3.0/), unless noted otherwise.

# Our department programs

Defense of  
Content &  
Communities

Transparency  
Report

Fellowship  
Program

Promoting  
Free Culture

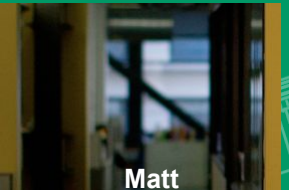
Public Policy

# Our cross-department programs

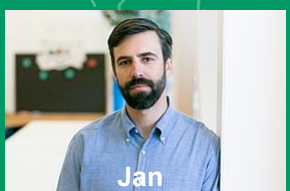
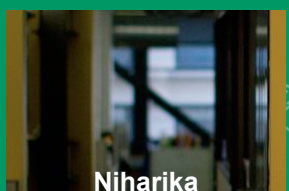
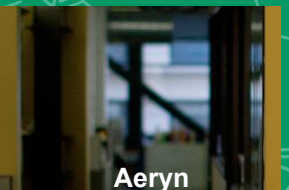
Wikimedia  
Brand &  
Identity

Community  
Health

Privacy,  
Security, and  
Data  
Management



# LEGAL TEAM



# Cross-Department Programs

# **Program: Wikimedia Brand and Identity**

## **Segment 2: Trademarks**

October 2017 **Legal** ([Segment 2](#))[Brand and Identity](#)**OUTCOME:** Have the rights and tools necessary to protect the brand.

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
File, maintain, and defend trademark registrations worldwide	<b>LAST QUARTER</b>	
	- Jones Day (our outside trademark counsel who helps maintain registrations worldwide)	- Maintained trademark registrations worldwide, and defended them against wrongful legal and administrative challenges, including those from government offices and third parties globally.
	<b>NEXT QUARTER</b>	
	- Jones Day	- Same

**STATUS: OBJECTIVE IN PROGRESS**

October 2017 **Legal** ([Segment 2](#))[Brand and Identity](#)**OUTCOME:** Have the rights and tools necessary to protect the brand.

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
File, maintain, and defend domain name registrations	<b>LAST QUARTER</b>	
	- MarkMonitor (service provider for managing domains)	- Maintained domain name portfolio
	<b>NEXT QUARTER</b>	
	- MarkMonitor - Porkbun (registrar for .wiki domains)	- Continue to maintain domain name portfolio

**STATUS: OBJECTIVE IN PROGRESS**



October 2017 **Legal** ([Segment 2](#))[Brand and Identity](#)

**OUTCOME:** Third-party uses of the Wikimedia brands align with our mission and brand goals.

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
Facilitate mission-aligned community and external uses of Wikimedia marks through our trademark policy and by granting trademark licenses	<b>LAST QUARTER</b>	
	- Communications (occasional need for review)	- Reviewed requests to use trademarks and drafted licenses when uses furthered or promoted the mission
	<b>NEXT QUARTER</b>	
	- Communications (occasional need for review)	- Continue reviewing permission requests and draft licenses as appropriate to allow mission-aligned uses of the marks

**STATUS: OBJECTIVE IN PROGRESS**

October 2017 **Legal** ([Segment 2](#))[Brand and Identity](#)**OUTCOME:** Prevent misuse of the Wikimedia brand.

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
Send cease and desist notices and file complaints in response to trademark infringement	<b>LAST QUARTER</b>	
	- MarkMonitor (service provider for identifying infringement)	- Sent cease and desist letters to those misusing Wikimedia trademarks - Filed complaints through domain name dispute resolution procedures
	<b>NEXT QUARTER</b>	
	- MarkMonitor	- Continue to send cease and desist letters and initiate domain name disputes to curb misuse of trademarks

**STATUS: OBJECTIVE IN PROGRESS**

# **Program: Community Health**

## **Segment 4: Legal Defense Fund**

# October 2017 **Legal**

1

**OUTCOME:** Support users who face significant harassment, and work to keep harassers away from Wikimedia sites.

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
Provide funding for community members to bring anti-harassment legal claims, as appropriate or take direct legal action against users broadly disrupting the project, as appropriate	<b>LAST QUARTER</b>	
	-Anti-harassment working group -Susa-team	-Pursued a case -Announced community health fund at Wikimania
	<b>NEXT QUARTER</b>	
	-Anti-harassment working group -Susa-team	-Continue looking for appropriate cases and working on existing cases as needed.

# **Program: Privacy, Security, and Data Management**

## **Segment 1: Legal**

## **OUTCOME:** Ensure high-quality protection and security of our infrastructure and data

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
Evaluate current security practices and make changes and provide training as appropriate	<b>LAST QUARTER</b>	
	<ul style="list-style-type: none"> <li>- Security</li> <li>- Tech</li> </ul>	<ul style="list-style-type: none"> <li>- Worked with appropriate teams to evaluate security practices and make appropriate changes</li> </ul>
	<b>NEXT QUARTER</b>	
	<ul style="list-style-type: none"> <li>- Security</li> <li>- Tech</li> </ul>	<ul style="list-style-type: none"> <li>- Continue evaluating current practices and making improvements as appropriate</li> </ul>

**STATUS: OBJECTIVE IN PROGRESS**

**OUTCOME:** Provide clear communications with members of the communities and public regarding our privacy practices

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
Work with relevant teams to answer user and donor privacy questions	<b>LAST QUARTER</b>	
	- CE	<ul style="list-style-type: none"> <li>- Community admin privacy training posted on Dashboard with other CE trainings</li> <li>- Answered privacy inquiries from community members &amp; general public</li> </ul>
	<b>NEXT QUARTER</b>	
		<ul style="list-style-type: none"> <li>- Respond to privacy-related inquiries from users and donors</li> </ul>

**STATUS: OBJECTIVE IN PROGRESS**

**OUTCOME:** Provide clear communications with members of the communities and public regarding our privacy practices

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
Draft and update public-facing privacy-related policies and procedures	<b>LAST QUARTER</b>	
	- Various	- Reviewed surveys and prepared survey statements-
	<b>NEXT QUARTER</b>	
	- Various	- Draft survey statements or other policies as needed

**STATUS: OBJECTIVE IN PROGRESS**



**OUTCOME:** Continue compliance with best practices for privacy

What is your objective ?	Who are you working with?	What impact / deliverables are you expecting?
Provide training in, draft internal policies relating to, and ensure privacy compliance	<b>LAST QUARTER</b>	
		- Provided training and draft policies as necessary
	<b>NEXT QUARTER</b>	
		- Provide training and draft policies as necessary

**STATUS: OBJECTIVE IN PROGRESS**

**OUTCOME:** Continue compliance with best practices for privacy

What is your objective ?	Who are you working with?	What impact / deliverables are you expecting?
Ensure that privacy issues are considered throughout the product design process and lifecycle	<b>LAST QUARTER</b>	
	- Audiences	- Provide advice as necessary through Privacy by Design process
	<b>NEXT QUARTER</b>	
		- Provide advice as necessary through Privacy by Design process

**STATUS: OBJECTIVE IN PROGRESS**

**OUTCOME:** Continue compliance with best practices for privacy

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
Ensure compliance with applicable privacy, security, and data protection law	<b>LAST QUARTER</b>	
		- Provided counseling on privacy-related questions to all teams as needed
	<b>NEXT QUARTER</b>	
		- Continue to provide privacy-related counseling to all teams as needed

**STATUS: OBJECTIVE IN PROGRESS**

October 2017 **Legal**

**PS&DM**

## **OUTCOME:** Continue compliance with best practices for data management

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
Continue compliance with best practice for data management.	<b>LAST QUARTER</b>	
		- Evaluate current practices and make improvements as appropriate to ensure adherence to best practices for data management
	<b>NEXT QUARTER</b>	
		- Evaluate current practices and make improvements as appropriate to ensure adherence to best practices for data management

**STATUS: OBJECTIVE IN PROGRESS**

# Department Programs

# Defense of Content & Communities

October 2017 **Legal**

1

**GOAL:** Protect the Wikimedia Foundation, the Wikimedia communities and content, and the free knowledge movement broadly from legal threats

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Defend against legal threats to the Foundation and Wikimedia content	<b>LAST QUARTER</b>	
	<ul style="list-style-type: none"> <li>- SuSa</li> <li>- Outside counsel</li> <li>- Comms</li> </ul>	- Victories vs defamation in Brazil and France, and desired outcome in in the U.S.
	<b>NEXT QUARTER</b>	
	<ul style="list-style-type: none"> <li>- SuSa</li> <li>- Outside counsel</li> <li>- Comms</li> </ul>	- Continue support for defending against litigation brought against the Foundation.

**STATUS: OBJECTIVE IN PROGRESS**

October 2017 **Legal****1**

**GOAL:** Protect the Wikimedia Foundation, the Wikimedia communities and content, and the free knowledge movement broadly from legal threats

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Resist unreasonable or unlawful legal attempts to unmask community members (Part I)	<b>LAST QUARTER</b>	
	<ul style="list-style-type: none"> <li>- SuSa</li> <li>- Outside counsel (on occasion)</li> <li>- Comms (on occasion)</li> </ul>	<ul style="list-style-type: none"> <li>- Resisted requests for non-public information to be detailed in the upcoming transparency report.</li> </ul>



October 2017 **Legal**

1

**GOAL:** Protect the Wikimedia Foundation, the Wikimedia communities and content, and the free knowledge movement broadly from legal threats

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Resist unreasonable or unlawful legal attempts to unmask community members (Part II)	<p><b>NEXT QUARTER</b></p> <ul style="list-style-type: none"> <li>- SuSa</li> <li>- Outside counsel (on occasion)</li> <li>- Comms (on occasion)</li> </ul>	<ul style="list-style-type: none"> <li>- Continue to carefully evaluate all requests to remove/alter content or for nonpublic user info and push back in inappropriate cases</li> </ul>

**STATUS: OBJECTIVE IN PROGRESS**

October 2017 **Legal**

1

**GOAL:** Protect the Wikimedia Foundation, the Wikimedia communities and content, and the free knowledge movement broadly from legal threats

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Ensure compliance with applicable law	<b>LAST QUARTER</b>	
	<ul style="list-style-type: none"> <li>- CE</li> <li>- Outside Counsel</li> <li>- Comms</li> </ul>	<ul style="list-style-type: none"> <li>- Responded to requests to be detailed in the transparency report</li> </ul>
	<b>NEXT QUARTER</b>	
	<ul style="list-style-type: none"> <li>- CE</li> <li>- Outside Counsel</li> <li>- Comms</li> </ul>	<ul style="list-style-type: none"> <li>- Continue defending the Foundation by responding to informal requests and complying with relevant law when properly formulated.</li> </ul>

**STATUS: OBJECTIVE IN PROGRESS**

# October 2017 **Legal**

1

**GOAL:** Protect the Wikimedia Foundation, the Wikimedia communities and content, and the free knowledge movement broadly from legal threats

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Fund defensive litigation for community members and movement organizations in appropriate circumstances through the Legal Fees Assistance Program and Defense of Contributors Program	<b>LAST QUARTER</b>	
	<ul style="list-style-type: none"> <li>- CE</li> <li>- Outside Counsel</li> <li>- Comms</li> </ul>	No new user cases this quarter
	<b>NEXT QUARTER</b>	
	<ul style="list-style-type: none"> <li>- CE</li> <li>- Outside Counsel</li> <li>- Comms</li> </ul>	- Provide support for new threats against good-faith users.

**STATUS: OBJECTIVE IN PROGRESS**

October 2017 **Legal**

1

**GOAL:** Protect the Wikimedia Foundation, the Wikimedia communities and content, and the free knowledge movement broadly from legal threats

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
<p>File amicus briefs and proactive litigation where appropriate to protect the Wikimedia movement (Part I)</p>	<p><b>LAST QUARTER</b></p>	
	<ul style="list-style-type: none"> <li>- CE</li> <li>- Outside Counsel</li> <li>- Comms</li> </ul>	<ul style="list-style-type: none"> <li>- Status conference in <i>Wikimedia v. NSA</i>; discovery phase next</li> <li>- Search engine delistings intervention in France: Case has been referred to the ECJ</li> <li>- Joined two amicus briefs, one with a coalition of tech companies and organizations filed at the Supreme Court supporting challenge to travel/immigration-related U.S. government executive orders and one supporting effort to prevent enforcement of Canadian global removal order</li> </ul>

October 2017 **Legal**

1

**GOAL:** Protect the Wikimedia Foundation, the Wikimedia communities and content, and the free knowledge movement broadly from legal threats

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
File amicus briefs and proactive litigation where appropriate to protect the Wikimedia movement (Part II)	<b>NEXT QUARTER</b>	
	<ul style="list-style-type: none"> <li>- CE</li> <li>- Outside Counsel</li> <li>- Comms</li> </ul>	<ul style="list-style-type: none"> <li>- Continue public advocacy on key areas of the law that support the editorial discretion of the Wikimedia communities</li> </ul>

**STATUS: OBJECTIVE IN PROGRESS**

October 2017

Legal

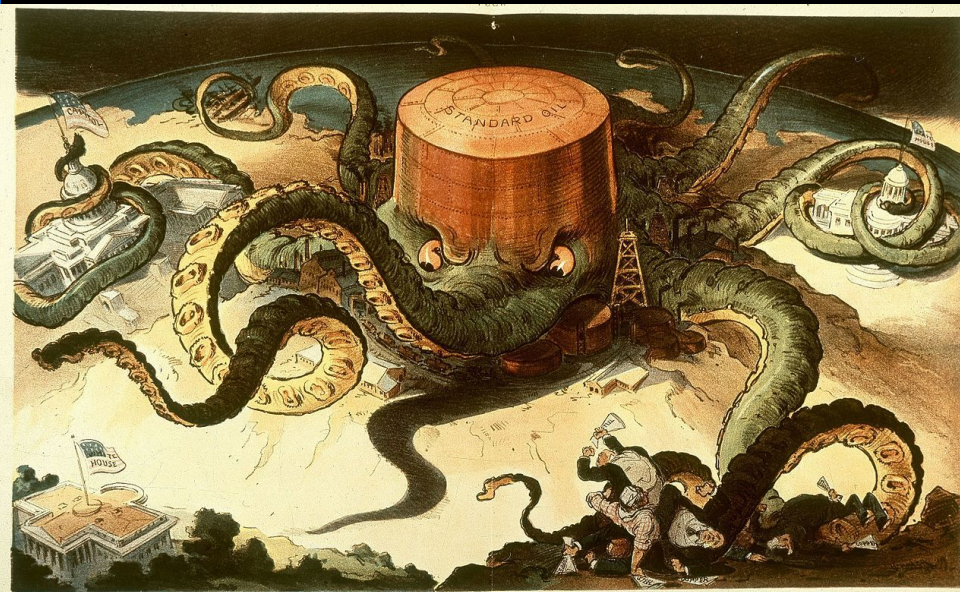
## Equustek v. Google

Previously spoke out via op-ed piece and intervention filed in Canadian court, about the chilling effects of this ruling.

Filed amicus in N.D.Cal. to support Google's effort to prevent enforcement of the order.



WIKIMEDIA  
FOUNDATION



# Transparency Report

CHECK IN

TEAM/DEPT

October 2017

Legal

- August 2017 report released online
- Brand new print edition
- Distributed at Wikimania
- Will continue to distribute at events in Q2



WIKIMEDIA  
FOUNDATION

Imagine a  
world

where all  
knowledge is  
free  
and  
available to  
all.

TRANSPARENCY REPORT 2017





**GOAL:** To publish two Transparency Reports, July/Aug. 2017 and Jan./Feb. 2018

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
Publication of biannual Transparency Report	<b>LAST QUARTER</b>	
		<ul style="list-style-type: none"> <li>- Publish online and printed copy transparency report in early August</li> <li>- Distribute the new printed version of the report at events</li> </ul>
	<b>NEXT QUARTER</b>	
		<ul style="list-style-type: none"> <li>- Continue distributing print report at events</li> </ul>

**STATUS: OBJECTIVE IN PROGRESS**

# Fellowship Program

# October 2017 Legal

3

**GOAL:** Recruit a class of top fellows each semester who provide the Foundation with high-quality legal work and are passionate about the opportunity to learn about the Wikimedia movement.

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
Have 3-7 legal fellows participate in the program each semester with an opportunity to advance the Wikimedia values, and maintain strong relationships with academic institutions	<b>LAST QUARTER</b>	
	- Talent and Culture	- Brought in 4 summer legal fellows representing several top schools including our continuing relationship with Yale. -One long term fellow who provides more in-depth team support. -Completed Fall recruiting for current class of two semester interns and one long-term
	<b>NEXT QUARTER</b>	
	- Talent and Culture	- Finish spring recruiting for two semester fellows and one long-term.

**STATUS: OBJECTIVE IN PROGRESS**

October 2017 **Legal**

2

### **What you learned from the fellow program:**

#### **Did anything unexpected (good or bad) happen?**

We received an offer to publish an article with the Yale Law Journal from one of our former fellows, regarding how the Wikimedia Communities handle fake news/bad sources, which has just recently gone out.

#### **What would you do differently if you had to do it again?**

The program went solidly overall, though planning some extra activities over the summer to help supplement for the GC transition might have helped.

#### **Did you struggle with anything?**

N/A

# Promoting Free Culture

October 2017 **Legal****None****GOAL:** Provide core legal support for the Foundation

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Update Wikipedia copyright license to Creative Commons 4.0 [delayed from last FY]	<b>LAST QUARTER</b>	
	<ul style="list-style-type: none"> <li>- CE</li> <li>- Comms</li> <li>- Reading (desktop, mobile web, and apps)</li> </ul>	<i>None</i>
	<b>NEXT QUARTER</b>	
	<ul style="list-style-type: none"> <li>- Comms</li> <li>- Reading (desktop, mobile web, and apps)</li> </ul>	- Announcing and implementing the upgrade to CC 4.0

**STATUS: OBJECTIVE IN PROGRESS**

October 2017 **Legal**

None

### **What you learned doing the licensing upgrade?**

#### **Did anything unexpected (good or bad) happen?**

We have continued to delay implementing the transition to CC 4.0, after the community discussion encouraging the transition in 2016.

#### **What would you do differently if you had to do it again?**

We should reserve staff time and resources for a major initiative like this.

#### **Did you struggle with anything?**

See above.

# Public Policy



**GOAL:** Articulate positions on all public policy issues that are critical for the mission and operations of the Foundation

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
<p>Monitor and assess ongoing policy developments worldwide, including issues that may affect other teams</p>	<b>LAST QUARTER</b>	
	<p>- Comms</p>	<ul style="list-style-type: none"> <li>- Provided our perspectives on intermediary liability in a letter to U.S. lawmakers about a bill that would weaken protections for platforms (facilitated by EFF)</li> <li>- Signed open letter calling for more transparency in the negotiations for a new NAFTA and adequate protections of user rights in the treaty</li> <li>Published blog post about the letter</li> <li>- Signed an amicus brief challenging U.S. travel and immigration restrictions at U.S. Supreme Court</li> </ul>

October 2017 **Legal**4

**GOAL:** Articulate positions on all public policy issues that are critical for the mission and operations of the Foundation

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Monitor and assess ongoing policy developments worldwide, including issues that may affect other teams	<b>NEXT QUARTER</b>	
	- Comms	<ul style="list-style-type: none"> <li>- Apply to join Global Network Initiative and Network of Centers to bring the free knowledge perspective into these diverse networks (moved from Q4 to Q2)</li> <li>- Host UN Special Rapporteur on Freedom of Expression for a visit at WMF and explain our perspectives</li> <li>- Engage in conversations on access to knowledge and intermediary liability at Internet Governance Forum 2017 in Geneva.</li> </ul>

**STATUS: OBJECTIVE IN PROGRESS**

October 2017 **Legal****4**

## **GOAL:** Local Wikimedia communities are empowered to work towards policy change

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Publish updates and resources on the Wikimedia public policy page, mailing list, and other venues	<b>LAST QUARTER</b>	
	<ul style="list-style-type: none"> <li>- Comms</li> <li>- Travel</li> </ul>	<ul style="list-style-type: none"> <li>- Sent regular updates about policy issues to the public policy list to inform the communities and allies about our policy work</li> <li>- Supported community members in submitting comments on Database Directive to EU Commission</li> <li>- Gave talk about public policy at Wikimedia CEE meeting</li> <li>- Started communications channel for conversations about public policy between Latin American chapters</li> </ul>

October 2017 **Legal**4

## **GOAL:** Local Wikimedia communities are empowered to work towards policy change

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Publish updates and resources on the Wikimedia public policy page, mailing list, and other venues	<b>NEXT QUARTER</b>	
	- Comms	<ul style="list-style-type: none"> <li>- Publish a biannual update to the public policy site to ensure it reflects the most recent developments (moved from Q1 to Q2)</li> <li>- Publish policy resource on non-commercial clauses to provide a clear, accessible explanation of why adding it to new copyright exceptions is harmful for free knowledge (moved from Q1 to Q2)</li> <li>- Send out updates to public policy list to keep volunteers informed about our work</li> </ul>

**STATUS: OBJECTIVE IN PROGRESS**

October 2017 **Legal**4

**GOAL:** Local Wikimedia communities are empowered to work towards policy change

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Organize meeting with select Wikimedians engaged in policy	<b>LAST QUARTER</b>	
	- Comms - Travel	- Hosted public policy meetup with community and other organizations at Wikimania

October 2017 **Legal****4**

**GOAL:** Local Wikimedia communities are empowered to work towards policy change

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Organize meeting with select Wikimedians engaged in policy	<b>NEXT QUARTER</b>	
	<ul style="list-style-type: none"> <li>- Comms</li> <li>- Free culture organizations</li> </ul>	<ul style="list-style-type: none"> <li>- Work with Comms and other orgs to explore possibility of fellowship program and community meetings.</li> </ul>

**STATUS: OBJECTIVE IN PROGRESS**

October 2017 **Legal**4

**GOAL:** Support Wikimedia communities around the world in resisting government censorship efforts, and increase people's ability to access and participate in the Wikimedia projects

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Create and maintain informational resources to help empower Wikimedia communities in anti-censorship efforts	<b>LAST QUARTER</b>	
	<ul style="list-style-type: none"> <li>- Comms</li> <li>- Travel</li> </ul>	Continued support around Turkey block

October 2017 **Legal**

4

### **What you learned doing public policy:**

#### **Did anything unexpected (good or bad) happen?**

Unexpected, last minute requests for signing on to coalition public policy letters. We are developing better policies and practices to make this process better.

#### **What would you do differently if you had to do it again?**

We're reviewing our criteria for evaluating opportunities to sign up to letters, campaigns, and coalitions.

#### **Did you struggle with anything?**

Limited capacity remains an issue. And there are more attacks, regionally and nationally, affecting our policy priorities to which we want to respond.



# Department Non-Programmatic Work

# Training

October 2017 **Legal****None****GOAL:** Provide core legal support for the Foundation

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Train Foundation staff on legal policies and procedures	<b>LAST QUARTER</b>	
	N/A	- No trainings delivered this quarter.
	<b>NEXT QUARTER</b>	
	<ul style="list-style-type: none"> <li>-All staff</li> <li>-Managers</li> <li>-Legal and Comms</li> </ul>	- Create and deliver trainings as necessary

**STATUS: OBJECTIVE IN PROGRESS**

# Fundraising Law & Compliance Support

October 2017 **Legal****None****OUTCOME:** Compliance with global fundraising laws.

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
Monitor fundraising, anti-spam, and other applicable laws in top fundraising countries	<b>LAST QUARTER</b>	
	- Outside counsel (Covington)	- Provided messaging feedback around email and online campaigns.
	<b>NEXT QUARTER</b>	
	- Outside counsel (Covington)	- Provide speedy ongoing feedback - Investigate Australia fundraising registration

**STATUS: OBJECTIVE IN PROGRESS**

October 2017 **Legal****None****OUTCOME:** Compliance with global fundraising laws.

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
Maintain charitable organization registrations in all states	<b>LAST QUARTER</b>	
	- Labyrinth	- Updated Labyrinth with our new office address
	<b>NEXT QUARTER</b>	
	- Labyrinth	- Update registrations with new address through Q1 next year

**STATUS: OBJECTIVE IN PROGRESS**

October 2017 **Legal****None****OUTCOME:** Maintenance of strong endowment.

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
Provide legal support and advice for maintenance of Wikimedia endowment	<b>LAST QUARTER</b>	
	- Advancement	<i>None</i>
	<b>NEXT QUARTER</b>	
	- Advancement	Prepared to provide ongoing support upon request.

**STATUS: OBJECTIVE IN PROGRESS**

# Contracts



October 2017 **Legal**

None

**OUTCOMES:** Consistent and searchable recordkeeping, with streamlined creation, review, and approval of contracts; risk mitigation through contractual provisions

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
<p>Draft, review, and negotiate contracts to protect the Foundation and mitigate risk;</p> <p>Maintain a robust contracts program and process in collaboration with Finance and Administration</p>	<b>LAST QUARTER</b>	
	<ul style="list-style-type: none"> <li>- All departments needing contracts</li> <li>- Outside vendors</li> </ul>	<ul style="list-style-type: none"> <li>- Protected WMF and minimized risk through contractual agreements</li> <li>- Continued new contracts software trial</li> <li>- Completed contracts for Wikimania &amp; move</li> <li>- Contracts turn-around - Goal: 95% w/i 7 days; <b>Actual: 95%</b></li> <li>- <b>88 contracts approved</b></li> </ul>
	<b>NEXT QUARTER</b>	
	<ul style="list-style-type: none"> <li>- All departments needing contracts</li> <li>- Finance</li> <li>- Outside vendors</li> </ul>	<ul style="list-style-type: none"> <li>- Continue to protect WMF and minimize risk through contractual agreements</li> <li>- Contracts turn-around - Goal: 95% w/i 7 days</li> <li>- Complete new contracts software trial &amp; complete initial workflow with Finance for eventual full rollout FY18-19.</li> </ul>

CHECK IN

TEAM/DEPT

October 2017

Legal

Worked with various teams (esp. Finance, OIT, Admin) on moving & installation contracts for the new space.



WIKIMEDIA  
FOUNDATION

Photo by  
Robert Miller,  
CC BY-SA 3.0



October 2017 **Legal**

None

## **What you learned doing contracts?**

### **Did anything unexpected (good or bad) happen?**

Contracts volume was down slightly last quarter, but still relatively high. Continued our trial with Ironclad, a new and more user friendly contracts software solution. Unfortunately, a departure in CE left the Events team with minimal administrative support during a critical Wikimania period.

### **What would you do differently if you had to do it again?**

For reasons described below, additional planning and flexibility could have made the Wikimania contracts process smoother.

### **Did you struggle with anything?**

The contracts processes didn't mesh perfectly with event contracts for Wikimania, which sometimes required especially flexible payment options and last-minute changes/revisions that happened without getting necessary information to the legal and finance teams. These difficulties were compounded by the aforementioned lack of admin support for the Events team.

# Board Support

October 2017 **Legal****None****OUTCOME:** Organized and productive Board meetings

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
Organized and productive Board meetings	<b>LAST QUARTER</b>	
	<ul style="list-style-type: none"> <li>- ED</li> <li>- Board leadership</li> </ul>	<ul style="list-style-type: none"> <li>- Supported special Board meetings on July 21 (online)</li> <li>- Supported planned Board meeting on August 9-10 (at Wikimania)</li> </ul>
	<b>NEXT QUARTER</b>	
	<ul style="list-style-type: none"> <li>- ED</li> <li>- Board leadership</li> </ul>	<ul style="list-style-type: none"> <li>- Support Board meeting and retreat on November 17-19, 2017</li> </ul>

**STATUS: OBJECTIVE IN PROGRESS**

October 2017 **Legal****None****OUTCOME:** Organized and productive Board meetings

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
Take and publish official Board meeting minutes, and maintain other Board records	<b>LAST QUARTER</b>	
	- Board	<ul style="list-style-type: none"> <li>- Minutes published for the July meeting</li> <li>- Prepared resolution for new Board appointment</li> <li>- Prepared resolution making Wiki Education Foundation eligible to participate in FDC grant process</li> </ul>
	<b>NEXT QUARTER</b>	
	- Board	<ul style="list-style-type: none"> <li>- Publish minutes for the August meeting</li> <li>- Prepare and publish minutes for the November board meeting</li> </ul>

**STATUS: OBJECTIVE IN PROGRESS**

October 2017 **Legal****None****OUTCOME:** Prepared and informed Board members

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
Prepare and conduct legal trainings, as needed	<b>LAST QUARTER</b>	
		- <i>None</i>
	<b>NEXT QUARTER</b>	
		- Provide legal training and orientation to new members prior to the November meeting

**STATUS: OBJECTIVE IN PROGRESS**

# Copyright Clearance



October 2017 **Legal****None****OUTCOME:** Legally compliant media produced.

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
Provide timely, clear, and helpful advice on the copyrighted works used in Foundation media	<b>LAST QUARTER</b>	
	- Comms	- Wikimania video; ad campaign in Nigerian and Kurdish -Other small video support
	<b>NEXT QUARTER</b>	
	- Comms	-Continue assisting as needed

**STATUS: OBJECTIVE IN PROGRESS**

# General Legal Advice & Support

October 2017 **Legal**

None

**OUTCOME:** Organizational legal compliance, best practices, and risk mitigation achieved.

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
Provide timely, innovative, and effective legal advice and support to all departments as needed	<b>LAST QUARTER</b>	
	<ul style="list-style-type: none"> <li>- Advancement</li> <li>- Comms</li> <li>- Finance and Administration</li> <li>- Audiences</li> <li>- Tech</li> <li>- CE</li> <li>- Partnerships &amp; Global Reach</li> </ul>	Conducted thorough research and provide pragmatic legal and policy advice to all teams as needed, for example: <ul style="list-style-type: none"> <li>- Reviewed media inquiries with legal components</li> <li>- Provided product counseling</li> </ul>
	<b>NEXT QUARTER</b>	
	Same	Same

**STATUS: OBJECTIVE IN PROGRESS**