

# Quarterly review

## Legal Team

Q1 - 2015/16

Approximate team size during this quarter: 10 FTE Humans & 1 Stuffed Tiger\*

*Time spent: strengthen 65%, focus 20%, experiment 15%*

KPIs set out in Appendix A

*\*Temporary staff this quarter: 8 legal fellows/interns.*

Public Version

# Q1 - Legal

Objective	Measure of success	Status
<p><b>Core</b> Top notch, quick legal advice and support on wide host of issues constituting our 34 legal workflows. Categories include:</p> <ul style="list-style-type: none"><li>● Transactional</li><li>● Litigation</li><li>● Privacy</li><li>● Public Policy</li><li>● Trademarks</li><li>● Governance</li><li>● Technology</li><li>● Fundraising</li><li>● Training</li></ul>	KPIs	<ul style="list-style-type: none"><li>● Turn-around rate for contracts exceeded KPI of 95% w/i 7 days (99%).</li><li>● Turn-around rate for legal@ exceeded KPI of 95% w/i 7 days (99%).</li><li>● Core legal advice and daily operations to the satisfaction of ED and C-levels per KPI.</li></ul> <ul style="list-style-type: none"><li>● Board work completed but not always on time per protocol.</li></ul>

# Q1 - Legal

Objective	Measure of success	Status
<p><b>NSA Litigation</b> Protection of global users: readers and contributions</p>	<p>No missed dates for affidavits and motions. High quality documents and credible showing at hearings.</p>	<p>Remains at an early stage of litigation, but proceeding as expected:</p> <ul style="list-style-type: none"><li>• All motions filed on time with strong WMF research and input on opposition to gov't motion to dismiss.</li><li>• Hearing held Sept. 25 in Alexandria, VA.</li><li>• Work continues on time to prepare staff and expert declarations.</li></ul>

- ❑ **Better Automation - Contracts, Training, and Transparency Report.** Contract management software is now installed and implementation is in progress. Training software is installed with implementation beginning early Q2. Stats for transparency report now better managed through improved software.
- ❑ **Public Policy Portal.** Opened public policy site with white papers on key topics (copyright, censorship, access, intermediary liability, and privacy). The site received 10,000+ unique visitors and positive feedback from our audience.
- ❑ **Core.** Strong and daily maintenance of 34 core workflows, often requiring detailed analysis and resources.

- ❑ **Board management.** Although substantive support was acceptable, we were not as proactive as we would have liked in supporting the Board's preparation and protocol timeline (such as publishing the public agenda on time). To fix this, we created a more automatic checklist with clear responsibilities to help ensure timely delivery for future meetings.

# Appendix A

KPI	Goal	Actual (no QoQ yet)	YoY
Contract Turnaround	95% w/i 7 days	99%	YoY N/A
Legal@ Turnaround	95% w/i 7 days	99%	YoY N/A
Core legal	satisfaction of ED and C-levels	expectations met	YoY N/A
Board Support	satisfaction of Board	deadlines did not meet expectations per Board protocol; substantive work met expectations	YoY N/A

# Appendix B

Legal Scorecard	Q1	QoQ	YoY	Type
Contract Requests	84	5% ↓ (84/88)	7% ↓ (84/90)	M
Trademark Permission Requests	53	77% ↑ (53/30)	39% ↑ (53/38)	M