

**ICANN BOARD PAPER NO. 2013.07.18.1f**

**TITLE:** **Singapore Hub Office Lease**

**PROPOSED ACTION:** **For Consent Agenda**

**EXECUTIVE SUMMARY:**

ICANN has stated its objective to open and staff a hub office in Singapore to service this geographic region and all areas in the time zone. The amount of the recommended office lease exceeds staff's contracting and disbursement authority (US\$750,000 for a two-year term), and must be approved by the Board. Reference Materials to this paper summarize the steps taken to identify and evaluate the location and cost of the Singapore hub office. Further, to the extent the first choice for office space falls through before a lease can be secured, staff will take all steps available to ensure that a replacement lease will not exceed US\$750,000 for a two-year term.

**STAFF RECOMMENDATION:**

Staff recommends that the Board authorize the President and CEO to enter into, and make all necessary disbursements for, a lease for an ICANN Singapore hub office, in an amount not to exceed US\$750,000 for a two-year term.

**BOARD FINANCE COMMITTEE RECOMMENDATION:**

The Board Finance Committee is expected to review and recommend on 12 July 2013 that the Board authorize the President and CEO to enter into, and make all necessary disbursements for, a lease for an ICANN Singapore hub office, in an amount not to exceed US\$750,000 for a two-year term.

**PROPOSED RESOLUTION:**

Whereas, ICANN has stated its objective to open and staff a hub office in Singapore.

Whereas, staff performed a thorough search to identify and evaluate locations and costs for suitable office facilities.

Whereas, the Board Finance Committee is expected to review and recommend on 12 July 2013 that the Board authorize the President and CEO to enter into, and make all necessary disbursements for, a lease for the ICANN Singapore hub office, in an amount not to exceed US\$750,000 for a two-year term.

Resolved (2013.07.18.xx), the Board authorizes the President and CEO to enter into, and make all necessary disbursements for, a lease for the ICANN Singapore hub office in an amount not to exceed US\$750,000 for a two-year term.

**PROPOSED RATIONALE:**

ICANN is committed to expanding its ability to service all geographic regions across the globe and in particular to have hub offices in key time zones. ICANN evaluated numerous locations and determined that locating a hub office in Singapore would help serve the entire region. Staff underwent extensive research to identify and evaluate the location and costs of a potential Singapore hub office. As a result, staff has identified an optimal location for the Singapore hub office, but the amount of the office lease, which requires a two-year commitment, exceeds staff's contracting and disbursement authority, and must be approved by the Board. Both staff and the BFC have recommended that the Board authorize the President and CEO to enter into the two-year lease and the Board agrees.

This decision will have a financial impact on ICANN, however, this impact was anticipated and allotted for in ICANN's FY14 budget. This decision is not anticipated to have any impact on the security, stability and resiliency of the domain name system.

This is an Organizational Administrative Function that does not require public comment.

Submitted by: Nick Tomasso  
Position: Sr. Director, Meetings and Real Estate Operations  
Date Noted: 2 July 2013  
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## REFERENCE MATERIALS - BOARD PAPER NO. 2013.07.18.1f

**TITLE: Singapore Hub Office Lease**

ICANN must meet its stated objective to open and staff a hub office in Singapore. The best short-term solution is the use of “serviced offices,” which provide necessary infrastructure, e.g., furniture, Internet connectivity, telephones, administrative support, etc. This is the same model used for the Istanbul hub office.

Site visits were performed at six different serviced office locations in Singapore. Attachment A identifies them, and provides a comparative analysis.

- The location of the building, and the amount and type of office space was evaluated.
- Costs were identified and negotiated.
- The facility that provides the best value was selected.

ICANN will enter into a two-year lease, during which time the search for a permanent location will be completed. If for any reason the facility chosen falls through, ICANN will take all steps necessary to ensure that any other two-year lease will not exceed US\$750,000.

There are adequate funds allocated in the FY2014 Budget to cover the expense for both the Istanbul and Singapore hub offices.

Submitted by:	Nick Tomasso
Position:	Sr. Director, Meetings and Real Estate Operations
Date Noted:	2 July 2013
Email:	<a href="mailto:nick.tomasso@icann.org">nick.tomasso@icann.org</a>

**SELECTED**

LOCATION:  
*EXCELLENT*

**The Executive Centre**  
**Ocean Financial Centre - 10 Collyer Quay**  
37th Floor  
Singapore

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MRT is 100m walk - Raffles Place Train Station

Accessible location. Excellent lay-out. Value for money - largest space.

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