

Memorandum of Understanding for Co- Sponsorship of IEEE Communications Standards Magazine December 2015

Introduction

This document serves as an agreement between the IEEE Communications Society and the IEEE Vehicular Technology Society as partners for a period of three years beginning DATE and ending DATE.

Periodical Scope

The Magazine, called IEEE Communications Standards Magazine (hereafter called the Magazine), aims to be a platform for presenting and discussing a broad variety of standards-related topics in the area of communications. The Magazine will cover areas of communication and networking standards, as well as the role of standards in technical innovation in communications, the effect of intellectual property on communication technology standardization, and research on standardization methodologies in communications. Contributions are encouraged from areas and disciplines that impact the development, adoption, and impact of communications standards on industry and society, such as standards development processes, economics of standards, and the role of national and international policies and regulations on standardization.

Implementation

This Agreement shall be acted upon by the Presidents of the Partners with the approval of their respective Board of Governors (BoGs) or Administrative Committee (AdCom). This Agreement, upon approval by the appropriate IEEE Technical Activities or other IEEE Boards, shall become a part of the records of the IEEE Technical Activities Board (TAB).

Managing Partner (IEEE Communications Society, Partner A)

One of the Partners will be designated as the Managing Partner (Partner A) of the Magazine at the inception of this Agreement and shall provide the manuscript handling system for receiving, logging, filing, and delivering submitted manuscripts to associate editors and reviewers in fulfillment of the peer review process. The Managing Partner is responsible for the accounting and the financial reporting to IEEE.

Financial Partnership

The Magazine financial shareholder ownership will be as follows:

Financial % ownership:

Partner A: IEEE Communications Society (Managing): 90%

Partner B: IEEE Vehicular Technology Society: 10%

The Financial Partners are responsible for all financial and technical obligations of the Magazine. Financial ownership of the Magazine requires that all Shareholders accept the responsibility of the expenses of the Magazine throughout the year and share in the

potential profit or loss of the Magazine according to the percentage of Shareholder ownership, as noted above. Annual distribution of the profit/loss will be completed by IEEE in accordance with its established practices for year-end reconciliations. The IEEE Communications Society will provide oversight of IEEE to ensure the distribution occurs in a timely fashion.

Periodical Oversight

The IEEE Communications Society is the Managing Partner for the Magazine. The Magazine's Editor-in-Chief (EiC) shall report to the VP-Publications of the IEEE Communications Society for oversight. The EiC shall be responsible for ensuring the quality and timeliness of the publication following general policies of the IEEE Communications Society. The EiC shall chair the Editorial Board for the publication and also serve as a member of the IEEE Communications Society's Publications Council.

The Magazine will have a Steering Committee comprised of members appointed by each of the Managing Partners. The steering committee will have five members: four from the IEEE Communications Society and one from the IEEE Vehicular Technology Society. The term of office for each member of the steering committee will be three years. Some members of the inaugural Steering Committee will have shorter terms to ensure staggered terms of service as follows. The members from the IEEE Communications Society will have the following terms of service: one member will serve one year, one member will serve two years, and two members will serve three years. The member from the IEEE Vehicular Technology Society will serve a two-year term.

The role of the Steering Committee is to advise the EiC and the Magazine's Editorial Board and the IEEE Communications Society's VP-Publications in best practices and directions for the Magazine.

Budget

Financial oversight will be provided by the IEEE Communications Society, with approval of budgets by the Board of Governors of that society. Annually, the IEEE Communications Society's VP-Publications is responsible for preparing and submitting the initial budget of the Magazine to the IEEE Communications Society's Board of Governors. The Communications Society's Board of Governors will approve the Magazine's budget provided it is breakeven or better.

Approval of the budget by the Board of Governors of the IEEE Vehicular Technology Society will be sought in the case of a proposed deficit budget. Mid-year expense increases, such as page increases, that are expected to result in a deficit budget, must also be reviewed by the IEEE Vehicular Technology Society's Board of Governors. All Financial Partners will receive a copy of the Magazine's approved budget simultaneously when submitted to the IEEE TAB Finance Department.

Reporting Process

The EiC will send semi-annual reports to the Magazine's Steering Committee summarizing the Magazine's progress (page count, timeliness, citation factor, etc.) and reviewing budget.

Editor-in-Chief (EiC)

The Magazine's EiC shall be an acknowledged leader in the field of communications standards. He/she shall agree to assume the roles and responsibilities of the EiC and realize that there will be no remuneration for service to the Magazine.

The function of the EiC shall be to oversee the daily operations of the Magazine, including but not limited to the following activities:

- Interact with authors.
- Help maintain the reviewer database.
- Initiate and monitor the review process to its completion.
- Provide input to help create the page budget and present the page budget for submission to the IEEE Communications Society's Publications Board for approval.
- Ensure that the Magazine follows IEEE Policy and Procedures.
- Plan and organize the technical content of the Magazine in accordance with the established scope and areas of interest.
- Execute policies as established by the Magazine's Editorial Board.
- Oversee the content of the Magazine's website.

The EiC shall serve on the IEEE Communications Society's Publications Council. Nominees for the inaugural EiC will be solicited from the Partners, screened by the Magazine's Steering Committee, and appointed by the President of the IEEE Communications Society, in consultation with the VP-Publications of the Communications Society, and the President and VP-Publications of the Vehicular Technology Society, endorsed by the IEEE Communications Society's Board of Governors and the IEEE Vehicular Technology Society's Board of Governors.

Nominations for future EiCs shall be solicited through broad emails to the Managing Partners, and screened by the Magazine's Steering Committee. The final list of nominees shall be sent to the IEEE Communications Society's President, who will make the appointment in consultation with the IEEE Communications Society's VP-Publications, and the President and VP-Publications of the IEEE Vehicular Technology Society.

If the EiC position becomes vacant before the end of the term, the Magazine's Steering Committee may appoint an interim EiC while the process above is followed for a replacement. The Magazine's Steering Committee may remove an EiC from office, with cause, based on the discretion of the IEEE Communications Society's VP-Publications and concurrence by the VP-Publications of the IEEE Vehicular Technology Society.

Travel funds for the EiC to attend appropriate meetings (IEEE Panel of Editors, Publication Reviews, Editor meetings at ICC and Globecom) will be budgeted and reimbursable to the EiC through the IEEE Communications Society's budget.

Editorial Board

An editorial board, composed of Senior Technical Editors, Technical Editors and Associate Editors to will support the Editor-In-Chief and review and offer guidance to the technical content of the magazine. The Editor-In-Chief shall select the Editorial Board as appropriate in consultation with the Steering Committee. The Editor-in-Chief will consider the technical needs of the Magazine and the editorial abilities of any potential candidate for the Editorial Board. Members of the editorial board shall have a term of two years, renewable for one additional two-year term. S/he must then step down for at least three years before being re-considered for the same position.

Management of the Periodical

The IEEE Communications Society is the Managing Partner in this Agreement and the Publisher of the Magazine. The IEEE Communications Society shall provide a system for receiving, logging, filing, and delivering submitted manuscripts to associate editors and reviewers in fulfillment of the peer review process. The IEEE Communications Society shall be responsible for producing the Magazine. The IEEE Communications Society shall also provide to the IEEE Vehicular Technology Society annual reports relevant to submissions vs. publication, timeliness, adherence to page budgets, and other pertinent data about the Magazine. The IEEE Communications Society shall administer all production, initial budget preparations, accounting, financial reports, and communications with the IEEE Vehicular Technology Society and with the IEEE Technical Activities Department. It shall also establish and administer the Magazine's website. Support of these functions requires appropriate staff time and effort, and the Magazine may annually be charged for staff services to perform these functions. Any such costs will be part of the proposed budget.

Copyright

The title of the Magazine shall be registered in the name of IEEE, and the Magazine as a whole shall be copyrighted by IEEE. All authors of articles and material in the Magazine shall have their copyright transferred to IEEE, except in the case of material in the public domain. All IEEE copyright procedures and practices shall be followed. The IEEE may freely reuse the copyrighted material for its own purposes without charge. Revenues from copyright fees, or other subsidiary rights fees associated with the Magazine that are paid by outside parties to be collected by the IEEE, shall be credited to the Magazine in accordance with IEEE procedures.

Finances

Financial ownership of the Magazine requires that all Shareholders accept the responsibility of the expenses of the Magazine throughout the year and share in the potential profit or loss of the Magazine, according to the percentage of shareholder ownership as noted above. Annual distribution of the profit/loss will be completed by IEEE in accordance with its established procedures (surplus/loss distributed in December, post audit adjustments completed by 1 June). The IEEE Communications Society, as Managing Partner, will provide oversight to ensure the distribution occurs in a timely fashion.

Marketing

There shall be a coordinated marketing effort for the Magazine, administered by the IEEE Communications Society. The Partners are required to advertise the Magazine to their membership and through their major conferences; distribute any calls for papers for Special Issues or Sections of the Magazine; and provide a web link from their Society publication website to the Magazine's website.

Subscriptions and Fulfillment

The Partners shall offer the Magazine to their Society members according to the rates established by the IEEE Communications Society. The IEEE Communications Society shall also establish rates for other Society and IEEE members as well as non-member subscribers.

Electronic Distribution

The Magazine will be included in the IEEE All Society Periodicals Package (ASPP) and its sub-packages, as well as the IEEE Electronic Library Xplore. The Magazine shall not be included in any partnering Society's member digital library.

Arbitration

In the event of a disagreement regarding the Magazine between the Partners, a review panel consisting of the Chair of the TAB Periodicals Committee and other members appointed by the TAB Periodicals Committee will meet to resolve the issue. In the unlikely event the review panel is unable to come to a resolution by majority vote, all parties agree to request an Arbitration Committee selected by TAB for mediation and resolution of the issue.

Agreements, Durations, and New Agreements

All agreements must be approved by the TAB Periodicals Committee. The period of this Agreement shall be for renewable periods of three years from the date of signature of the Partners.

1) Withdrawal of Agreement: In the event that one of the Partners wishes to withdraw from this Agreement, the remaining Partner retains all rights and will continue to publish the periodical. Notification of intent to withdraw must be made one year prior to the expiration of this agreement.

2) New Partner (either Financial or Technical): A new Partner can request to participate in the Magazine. Upon receipt of the request to participate, the partners will review the request and can approve the addition of a new partner with a unanimous vote. New Financial or Technical Partners will begin their partnership of the Magazine at the next available MOU renewal. At the termination of this Agreement, a new Agreement must be signed by all Partners.

Signatures

Acting as duly authorized representatives of their respective Societies' Board of Governors, this agreement is accepted by:

Signed for by (Managing)
FINANCIAL PARTNER A:

Signed for by
FINANCIAL PARTNER B:

Name
President
IEEE Communications Society

Name
President
IEEE Vehicular Technology Society