

AGREEMENT FOR PUBLICATION AND MARKETING OF THE
IEEE Journal on Biomedical and Health Informatics

BETWEEN THE

**IEEE Engineering in Medicine & Biology Society
IEEE Communication Society
IEEE Signal Processing Society
IEEE Computer Society**

Effective date: 1 January 2026 – 31 December 2028

MEMORANDUM OF UNDERSTANDING FOR FINANCIAL CO-SPONSORSHIP

The Institute of Electrical and Electronics Engineers, Inc. (IEEE) Societies identified below agree to jointly publish a periodical to be known as the IEEE Journal on Biomedical and Health Informatics – J-BHI (hereafter “the Publication”) and to financially support the Publication with the below stated percentage shares:

- Engineering in Medicine & Biology Society [70%]
- Communication Society [15%]
- Signal Processing Society [15%]

This collective of Societies will be hereafter referred to as the “Financial Sponsors”.

The Financial Sponsors are responsible for all financial and technical obligations of the Periodical. Compliance with financial and technical responsibilities entitles Financial Sponsors to voting privileges on the Steering Committee outlined below. Financial ownership of the Periodical requires that all Shareholders accept the responsibility of the expenses of the Periodical throughout the year and share in the potential profit or loss of the Periodical 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 Managing Partner will provide oversight of IEEE to ensure the distribution occurs in a timely fashion.

Technical Co-Sponsor

- Computer Society

MANAGING PARTNER

One of the Financial Sponsors will be designated as the Managing Partner of the Periodical 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 peer review process. The Managing Partner is responsible for the finance accounting and the financial reporting to IEEE. It is recommended that the Managing Partner has a significant % of Financial Ownership of the Publication.

The IEEE Engineering in Medicine and Biology Society is the Managing Partner in this agreement and the publisher of the Periodical. The IEEE Engineering in Medicine and Biology 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 Managing Partner shall be responsible for producing the Periodical. The Administrative Partner shall also provide the Financial Sponsors, Technical Cosponsors (if any), and the Steering Committee annual reports relevant to submissions vs. publication, timeliness, adherence to page budgets, and other pertinent data about the Periodical. The Managing Partner shall administer all production, initial budget preparations, accounting, financial reports, and communications with the Financial Sponsors and with the IEEE Technical Activities Department. Support of these functions requires appropriate staff time and effort and J-BHI will annually be charged \$6,000 for the support of EMB staff services to perform these functions.

STEERING COMMITTEE AND EDITORIAL SUPPORT STRUCTURE

The Steering Committee shall act as Trustees for the publication and shall have administrative responsibility for the Periodical such as:

- Monitor quality and timeliness of the Transaction with the assistance of IEEE Engineering in Medicine and Biology Society Executive Office
- Verify the technical content of the Transaction is in accordance with the established scope and areas of interest
- Recommend the periodical budget (page count, subscription rates, etc), for approval by the Presidents of the Sponsoring Societies
- Work with the EIC to establish operating policies and procedures for the Journal

Content management of the Publication shall be vested in a Steering Committee (hereafter "Committee") composed of 3 voting members from the majority Financial Sponsor and 1 voting member from each of the minority Financial Sponsors. Non-voting members will include one representing the Technical Co-sponsor, VP Pubs of each of the financial co-sponsors, as well as the Editor-in-Chief who will also be a non-voting member.

The Steering Committee shall review and approve all Editors, including the Editor-in-Chief, and establish operating policies and procedures for the Publication. Voting on all actions of the Committee, except as specified below, shall require a majority affirmative vote of the full voting membership and be in accordance with Robert's Rules of Order. Representatives unable to attend the Steering Committee Meeting can participate by teleconference or by transferring their voting privilege to another member of the Steering Committee, provided the Chair is notified in writing of the proxy transfer one week prior to the meeting. The chair shall only vote in the event of a tie.

The Chair of the Steering Committee will be appointed by the majority sponsor and shall serve for a term of two years, non-renewable. The Chair shall be responsible for the Committee's administrative functions, which include arranging and running Committee meetings. S/he shall be a member of the IEEE and one or more of the Financial Sponsors and shall serve as the focus for Committee communications and shall direct, on behalf of the Committee, the operational matters of the Committee to the Financial Sponsors.

It shall be the responsibility of the Managing Partner:

- to develop the annual budget and monitor the overall finances of the Publication
- secure the approval of each year's budget, including the subscription pricing and page counts, from each of the Financial Sponsors.
- submit initial budget for the coming year's subscription offerings (media formats), subscription prices, and frequency of publication (number of issues) in accordance with IEEE's budgeting process.

The page count expectation for the coming year will be required of the Managing Partner prior to the submission of the initial budget. While the IEEE accounting group reserves the right to change its financial schedule, for purposes of illustration only, the initial budget is usually due on May 15 and the first iteration of the budget is received on June 15.

The Chair with assistance from the Managing Partner shall be responsible for developing and providing all Committee members and the appropriate personnel with the minutes to each of the Committee meetings. In particular, the Chair shall provide copies of the minutes to the Financial Sponsors to ensure a flow of communication remains open between the Committee and the Financial Sponsors. Financial Sponsors may also request and receive status reports about the Publication from the Chair at any time.

The Committee shall meet as needed, in person or via web conference/teleconference to review the progress of J-BHI and prepare the budget of the J-BHI. It is preferable that the Committee meet during BHI/BSN, when the location of the event is domestic. Urgent matters may be decided by teleconference, correspondence, or e-mail, provided a diligent effort is made to contact all members of the Committee and the required fraction of the Committee approves the proposed action with regard to the matter.

A physical meeting of the Steering Committee will only be required when the selection of a new EiC must be executed. Travel costs for the Chair and the Editor-in-Chief of the Publication, Editor candidates and support staff to attend the Steering Committee meeting as well as the actual meeting expenses for the Committee, shall be budgeted as an administrative expense and borne by the Publication; therefore, these travel and meeting expenses should be incorporated into the Publication's annual budget. Travel support for the Society representatives will

be the responsibility of the supporting Society.

Each Society delegate must be appointed by his/her Society President, shall serve a two-year appointment commencing Jan. 1, and may be re-appointed for one additional term. Society delegates may be reappointed to the board after a five year hiatus from their prior term of up to four years. Sponsoring societies can remove any of their representatives from office at their own discretion simply by notifying the Chair of such action. Each delegate shall have equal (one) vote on matters before the Steering Committee. Representatives unable to attend the Steering Committee Meeting can participate by teleconference or by transferring their voting privilege to another member of the Steering Committee, provided the Chair is notified in writing of the proxy transfer one week prior to the meeting. The chair shall only vote in the event of a tie.

New partners (either financial or technical) can request to participate in J-BHI. Upon receipt of request to participate, the J-BHI Steering Committee will review the request and can approve the addition of a new partner with a majority vote of the Presidents of the Sponsoring Societies. New financial or technical sponsors will begin their partnership of J-BHI at the next available MOU renewal.

EDITOR

The Editor-in-Chief (or Editor-in-Chief-Elect) shall be elected for a three-year term by a two-thirds affirmative vote of the Committee. During the time of office, the Editor-in-Chief shall be a member of the IEEE. The Editor-in-Chief is responsible for the overall editorial operation of the Publication which includes the assignment of papers. It shall also be the function of the Editor-in-Chief to provide recommendations to the Committee for supporting editorial (e.g. editor and/or associate editor) positions (as defined by the Committee). If an Editor-in-Chief should resign before the end of the term, the Committee shall elect a replacement to complete the term by a [state the expected majority level, i.e. two-thirds] affirmative vote of the Committee. The Editor-in-Chief may be removed from office by a three-fourths vote of the Committee. An Editor-in-Chief can be reelected, but cannot serve more than two consecutive terms.

The Editor-in-Chief-Elect shall be elected at least 6 months before the end of the term of the current Editor-in-Chief. During their term of office, the Editor-in-Chief-Elect shall be a member of the IEEE. The Editor-in-Chief-Elect will assist the Editor-in-Chief in carrying out administrative functions, learn the operation of the Publication, and succeed the Editor-in-Chief at the end of his/her term. There can only be one primary Editor-in-Chief, as that role has ultimate responsibility for the publication's adherence to policies and practices and final paper decisions, although Deputy Editors-in-Chief or Topic Editors can exist for support if the Management Committee so wishes.

The supporting editorial persons shall be elected for three-year terms by a two-thirds vote of the Committee. Each shall be responsible for managing paper reviews specifically dealing with an assigned subject area. A supporting editorial person can be reelected, but cannot serve more than two consecutive terms.

As required, the Committee may elect Editors-at-Large or Associate-Editors-at-Large to process papers requiring special expertise. The term of office must be specified prior to election to office.

The managing committee is responsible for providing a quarterly status report on publishing and financial matters to the President and Treasurer of each financial sponsor.

The Editor in Chief shall be an acknowledged leader in the field of interest of the Periodical. 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 Periodical.

All sponsors shall solicit candidates for EiC consideration in accordance with IEEE Policy & Procedures.

The function of the Editor-in-Chief (EIC) shall be to oversee the daily operations of the Periodical such as:

- Interact with Authors
- Help to maintain the Reviewer Database
- Initiate and monitor the review process to its completion
- Select Associate Editors and members of the Editorial Board for the approval by the Steering Committee
- Provide input and approve the assumptions created by IEEE staff to help create the page budget, present the page budget for submission to the Steering Committee for approval as part of the overall budget approval process
- Ensure that the Periodical follows IEEE Policy and Procedures
- Create the technical content of the Periodical in accordance with the established scope and areas of interest
- Execute policies as established by the Editorial Board and approved by the Steering Committee
- Oversee the content of the Journal website
- Serve as ex-officio, non-voting member of Steering Committee

To run the J-BHI Editorial office, the EiC will receive funds for administrative staff support from the J-BHI budget. The Managing Partner will be responsible for working with the EiC to identify the appropriate staff and then make proper arrangements for hiring according to IEEE Policy & Procedure.

Travel funds for the EiC to attend appropriate meetings (IEEE POE, Periodical Reviews) and conferences must be submitted annually in advance for review and approval by the Chair of the Steering Committee. Once approved the funds will be budgeted and reimbursable to the EiC through the J-BHI budget.

EDITORIAL BOARD

The Periodical shall have an Editorial Board to ensure appropriateness and quality of submitted manuscripts to the peer review process and other day-to-day matters normally within the purview of an Editorial Board of an IEEE Journal. The Editor-In-Chief shall select with approval by the Steering Committee Associate Editors to form an Editorial Board as may be appropriate. Associate Editors shall have a term of two years, renewable for one additional two-year term. He or she must then step down for at least a year before being re-considered for the same position. The function of the Editorial Board shall be to review and offer guidance to the technical content of the Periodical. The function of the Editor(s) shall be to implement the policies established by the Editorial Board and approved by the Steering Committee.

EDITORIAL POLICY

Editorial selection and review shall be consistent with the policies and procedures of IEEE, including but not limited to the IEEE PSPB Operations Manual and as expressed in sections A and B below.

- A. As a matter of principle, the Financial Sponsors shall direct the Editors of their other publications to forward suitable material to the Publication. The Committee shall develop procedures for the Financial Sponsors to (a) to request, prepare, and publish special issues of the Publication, and (b) to direct papers not within the scope of the Publication to other Financial Sponsor publications for consideration.
- B. Authors of Financial Sponsor conference, symposium, or workshop papers are encouraged to update and significantly rewrite their papers and submit them to the Publication for consideration to be published as original papers.

COPYRIGHT

The title of the Periodical shall be registered in the name of IEEE, and the Periodical as a whole shall be copyrighted by IEEE. All authors of articles and material in the Periodical 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 Periodical that are paid by outside parties to be collected by the IEEE, shall be credited to the Periodical in accordance with IEEE procedure.

PERIODICAL SCOPE

The current scope of the Publication is as follows:

“JOURNAL ON BIOMEDICAL AND HEALTH INFORMATICS (J-BHI) publishes original papers describing recent advances in the field of biomedical and health informatics where information and communication technologies intersect with health, healthcare, life sciences and biomedicine. Papers must contain original content in theoretical analysis, methods, technical development, and/or novel clinical applications of information systems.

This scope can be changed after approval by the Publication’ Management Committee as well as each of its sponsoring partners. Formal scope change approval and implementation processes in existence within the IEEE at the time of the change consideration shall also be followed.

PERIODICAL COVER AND NON-MEMBER MARKETING MATERIALS TREATMENT

The cover (if one exists) and website landing page of the Publication shall have a statement that the Publication is a joint publication of the Financial Sponsors. The Publication Information page shall also carry the logos of both the IEEE and the Financial Sponsors. In addition, all marketing information solely focused on the Publication shall also have a statement that the Publication is a joint publication of Financial Sponsors.

INTELLECTUAL PROPERTY

The IEEE shall own the trademark to the title of the Publication and shall be free to register such mark at IEEE’s sole discretion but at the expense of the Publication, as this is part of standard practice. The IEEE shall also own the copyright to the Publication.

All authors of articles and material in the Publication shall transfer their copyright to the IEEE, except for material not subject to copyright protection or material for which the author has exercised an open access publishing option wherein copyright is retained in accordance with IEEE’s open access publication process.

FINANCES

Charges to the Publication shall be in accordance with its regular procedures for its periodicals as shown in Appendix I. Additional expenses beyond the line items listed and significant changes from budgeted expenses shall require approval by the Committee. If an item exceeds its budget by more than 25%, approval from the President of each Financial Sponsor must be obtained before any decision which deviates significantly from plan/budget is made (i.e. over-publishing the budgeted page count). The Committee shall plan its operation and develop a budget which encompasses, at least, the following factors:

- The budget shall be constructed so that the operation in any year shall break even (zero net);
- The budget shall normally include a 5-10% contingency factor;

- The budget must be approved by each of the Presidents from the Financial Sponsors. Each Financial Sponsor's share of the budgeted net shortfall or profit will be known to the Financial Sponsors' Presidents, and the Presidents should be reminded that deviations from that budgeted level will impact them (either favorably or negatively) when the year-end value of the Publication's financial account is returned to the Financial Sponsors in proportion to their ownership percentage.
- IEEE Package product related revenues and package product related direct expenses are not shared with the partners who are not IEEE entities.
- IEEE practices for Open Access and licensing should be adhered to. If billing for author processing charges and/or other page charges is necessary via the IEEE, the IEEE Publications Operations group will need to produce the publication to enable billing to be implemented.

Operating Funds:

The Committee shall maintain an account at IEEE for the purpose of providing operating funds for the Publication. The Committee will assure that sufficient funds are available at all times to meet Publication operating expenses as shown in the budget.

AGREEMENTS & DURATIONS

The term of this agreement shall begin [January 1, 2026, and continue through December 31, 2028] unless terminated in accordance with this agreement prior. A Financial Sponsor may withdraw from Financial Sponsorship upon written one-year notification to the other Financial Sponsor's President, Vice President of Publications, and Executive Director (staff, if the position exists), as well as Technical Activities staff (via periodical@ieee.org). A Financial Sponsor's withdrawal from the agreement would also be prompted if it ceases existence, although as much forewarning as possible should be given to other Financial Sponsors to enable development of a transition plan. Automatic renewal of MOUs is not permissible, so leave ample time for preparation for a new MOU at the end of the stated term.

Formalization of the MOU requires signature by the Presidents of the Financial Sponsors, and communicated to the Publication's Committee, the Executive Directors of each Financial Sponsor (if the staff position exists), and Technical Activities staff (via periodical@ieee.org). IEEE Technical Activities' Managing Director will be asked for final approval from the IEEE side, as that is the legal signatory for IEEE. It would be helpful to share a close-to-final version of the MOU with Technical Activities staff for review for any potential issues with the planned agreement prior to moving onto the final signature round with volunteers.

All modifications to this agreement during its active term must be approved by the Administrative Committees of each of the Financial Sponsors. All modifications to this agreement must be in writing, similar to the signature process of a full MOU setting/renewal.

Upon termination of this agreement or the termination of the Publication, the Financial Sponsors agree to the following terms:

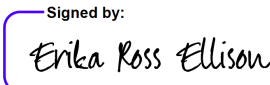
- A. The Publication shall cease publication at the end of the next calendar year, or earlier, as mutually agreed to by all Financial Sponsors. This will allow for planning and communication surrounding how to most effectively transition operations keeping in mind the need for communication and coordination with involved entities, authors, readers, and subscribers.

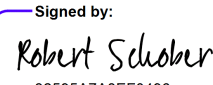
- B. In the case of a requested withdrawal from Financial Sponsorship, the partnership end’s effective date shall be at the end of a publication year, mutually agreed to by all Financial Sponsors. This will allow for planning and communication surrounding how to most effectively transition operations keeping in mind the need for communication and coordination with involved entities, authors, readers, and subscribers.
- C. IEEE shall retain all intellectual property rights granted to it under this agreement.
- D. The year-end finances will be netted out to zero as described in the Finances section.
- E. All indications of joint sponsorship with [Partners] shall be removed from all future issues of the Publication.
- F. Those papers accepted for the Publication or under review and subsequently accepted shall remain committed to Publication.

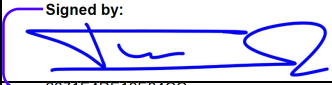
OUTREACH FOR COMMUNICATIONS:

Financially sponsoring Societies and Councils are authorizing periodic outreaches to their members or community participants for purposes of subscription and author awareness. IEEE member and subscriber lists are not shared with 3rd party partners, but arrangements can be made to send necessary outreaches for calls for papers or other such communications. These lists must be handled according to IEEE privacy law compliance procedures.

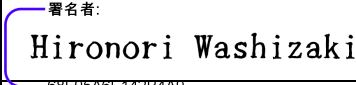
AGREEMENT ACCEPTANCE BY THE PRESIDENT OF THE [FINANCIAL PARTNERS]:

Signature	 Signed by: Erika Ross Ellison
Name	Erika Ross Ellison
Title	President
Society/Council	IEEE Engineering in Medicine & Biology
Date	10/6/2025

Signature	 Signed by: Robert Schober
Name	Robert Schober
Title	President
Society/Council	IEEE Communication Society
Date	10/13/2025

Signature	Signed by: 
Name	<small>6071E4DE10E84CC</small> Konstantinos (Kostas) N. Plataniotis
Title	President
Society/Council	IEEE Signal Processing Society
Date	10/7/2025

AGREEMENT ACCEPTANCE BY THE PRESIDENT OF THE [TECHNICAL PARTNERS]:

Signature	署名者:  Hironori Washizaki
Name	<small>68F95A6E142B4A9</small> Hironori Washizaki
Title	President
Society/Council	IEEE Computer Society
Date	10/29/2025