

**MEMORANDUM OF UNDERSTANDING FOR CO-SPONSORSHIP  
OF THE**

***IEEE Transactions on Wireless Communications (TWC)***

**BETWEEN THE**

**Communications Society**

**&**

**Signal Processing Society**

**January 2023 – December 31, 2027**

**INTRODUCTION:**

This document serves as an agreement between the **IEEE Communications Society** and the **IEEE Signal Processing Society** (here out called “*Partners*”) for financial Co-sponsorship of the **IEEE Transactions on Wireless Communications** (hereafter called the “*Periodical*” or “*TWC*”). This collective of Societies will be hereafter referred to as the “Financial Sponsors.”

**BACKGROUND AND OVERVIEW:**

This 2022 MOU (“Current MOU” or “CMOU”) replaces the initial 2001 MOU (“Original MOU” or “OMOU”) for TWC, which has become obsolete and/or incomplete in several respects in the subsequent time period.

**IMPLEMENTATION:**

This Agreement shall be acted upon by the Presidents of the Financial Sponsors with the approval of their respective Board of Governors (BoGs) or Administrative Committees (AdCom). All changes to this Agreement shall require consensus of all Financial Sponsors. 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).

**ADMINISTRATIVE PARTNER:**

The Administrative *Partner* of the *Periodical* is responsible for the finance accounting and the financial reporting to IEEE. The Administrative *Partner* 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 IEEE Communications Society shall be the Administrative *Partner* of *TWC*.

**FINANCIAL CO-SPONSORSHIP:**

The financial support and ownership of the TWC is unchanged from the OMOU and remains at:

- **Communications Society “ComSoc” 75%**
- **Signal Processing Society “SPS” 25%**

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 Administrative *Partner* will provide oversight of IEEE to ensure the distribution occurs in a timely fashion. Furthermore, the Administrative Partner has the responsibility to develop the annual budget and monitor the overall finances of the Publication, and to secure the approval of each year’s budget, including the subscription pricing and page counts, from each of the Financial Sponsors

**JOURNAL SCOPE AND MISSION:**

The scope and mission of the journal is by now well established, albeit continually evolving. The current scope and topics of interest are spelled out at the journal’s webpage:

<https://www.comsoc.org/publications/journals/ieee-twc>

The webpage also lists the Editorial Board and specifies other guidelines for Editors, Reviewers, and Authors developed since the launch of the journal.

### **STEERING COMMITTEE AND EDITORIAL SUPPORT STRUCTURE:**

The management of the TWC shall remain vested in a Steering Committee (SC) composed of four representatives appointed by the Sponsors, a non-voting Editor-in-Chief (EiC), and a non-voting Chair of the Executive Editorial Committee (EEC). One of the voting representatives shall be a member of the SPS and appointed by the President of SPS, with the three remaining members appointed by the President of ComSoc. The Steering Committee may suggest possible SC members prior to the appointment. The term of appointment is 4 years, nonrenewable, although after four years after the end of their term, a former member is again eligible for another term on the SC. The Steering Committee Chair shall be selected by the voting members of the SC among themselves and should have served for one year before becoming Chair. There is a preference but not a requirement for the Chair position to alternate between a ComSoc appointee and an SPS appointee. In the event that the SC members are unable to decide on a Chair, it shall alternate between a ComSoc and an SPS appointee, with the President of the respective society whose turn it is deciding on the Chair.

The Steering Committee shall be in charge of selecting the EiC after an open call for Nominations is sent to all members of ComSoc and SPS, at least 6 months prior to the end of the EiC's term of service. The SC's EiC selection must be approved by the Presidents of both ComSoc and SPS prior to their appointment. In the event the selected EiC is not approved by one of the Presidents, that President shall supply written feedback, and the SC shall propose a new candidate for EiC. After this process, the President of ComSoc formally appoints the EiC. The initial EiC term is for 2 years, renewable for an additional 1 or 2 years, upon the recommendation and approval of the Steering Committee (renewals are not subject to reappointment by the President of ComSoc). The maximum term of an EiC is 4 years. The EiC can be removed during his/her term by a majority (3/4) vote of the SC, should exceptional circumstances require it.

The SC performs financial oversight of the journal, working closely with the VP of Publications of ComSoc, which is the Administrative *Partner*. Although the SC can make financial recommendations, the President and Board of Governors of ComSoc have final say over matters of major financial impact to the journal such as publication charges, staff budget, and subscription fees.

The SC shall meet twice a year, generally at the two ComSoc flagship conferences (ICC and Globecom). Although in person attendance is encouraged, members of the SC may attend the meeting virtually. If the SC cannot come to a conclusion in matters requiring formal approval based on Robert's Rules, the decision shall be escalated to the ComSoc VP of Publications.

### **EDITORIAL BOARD AND 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.

The Editorial Board shall be overseen and appointed by the Editor in Chief (EiC). The Editorial Board consists at least of:

1. Executive Editorial Committee (EEC). This committee includes a Chair, who serves a term of one year, renewable for a maximum of one more year. The EEC is responsible for working with the EiC to screen submitted papers for either early rejection – given the unanimous agreement of two EEC members (usually one of whom is the Chair) and the EiC – or delegation to an Area Editor. The maximum term for an EEC member is 5 years. Because of the important powers that EEC Members have to mark papers for

rejection before the usual review process commences, they are appointed by the EiC after approval by the Steering Committee. Currently, the EEC has 8 members plus a Chair, and any increase in the size of the EEC requires the approval of the SC.

2. Area Editors. Area Editors oversee a technical area including the Editorial decisions for that area. For the appointment of a new Area Editor, the EiC shall seek SC input on the candidate. The SC members have up to 7 days to provide advisory comments. The EiC has sole discretion to make the appointment after the 7 day waiting period.
3. Editors. The number of Editors at any given time shall not exceed 120 without approval of the SC. Editorial appointments and their organization into topical Areas are at the sole discretion of the EiC.

The EiC may also create new editorial board positions, after informing the Steering Committee and considering their feedback.

### **BEST PAPER AWARDS:**

ComSoc currently administers and sponsors an annual best paper award for TWC known as the “Marconi Prize Paper Award.” The awardee is selected by the ComSoc Awards Committee and presented at a ComSoc Awards Ceremony. Nominations for this award can be made by any member of IEEE or the general public. The SC is particularly encouraged to nominate papers. Papers published in TWC may also be eligible for other IEEE and Society best paper awards, as defined by the IEEE and those societies. For example, the ITSoc/ComSoc best paper award, the ComSoc Young Author Paper Award, the IEEE Baker Prize Paper Award, and possibly other awards.

### **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.

### **MANAGEMENT OF THE PERIODICAL:**

The Financial *Partners* will provide a system for receiving, logging, filing, and delivering submitted manuscripts to associate editors and reviewers in fulfillment of the peer review process.

The Administrative *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 Administrative *Partner* shall administer all production, initial budget preparations, accounting, financial reports, and communications with the Financial Sponsors and with the IEEE Technical Activities Department.

### **FINANCES:**

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 procedure (surplus/loss distributed in December, post audit adjustments completed by 1 June). IEEE Communication Society, as Administrative *Partner*, will provide oversight to ensure the distribution occurs in a timely fashion.

#### **MARKETING:**

There shall be a coordinated marketing effort, administered by the IEEE Communication Society.

#### **ELECTRONIC DISTRIBUTION:**

The *Periodical* will be included in the IEEE All Society Periodicals Package (ASPP) and its sub-packages as well as the IEEE Electronic Library Xplore, as well as the IEEE Communication Society's digital library. Revenue distribution of the Periodicals inclusion as part of any Society Member Library will be distributed annually and in accordance with the shareholder sponsorship as outlined in this Memorandum of Understanding.

#### **ARBITRATION:**

In the event of a disagreement regarding the *Periodical* among the Financial Sponsors, 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.

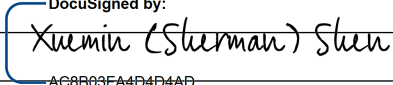
In the unlikely event the review panel is unable to come to a resolution by majority vote, all parties agree to request for an Arbitration Committee selected by TAB for mediation and resolution of the issue.

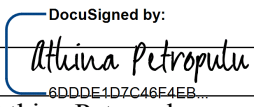
#### **AGREEMENTS & DURATIONS:**

The term of this agreement shall begin January 1, 2023 and continue through December 31, 2027 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 and Vice President of Publications as well as Technical Activities staff (via [periodical@ieee.org](mailto: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. In the absence of either of these aforementioned withdrawal activities, the agreement will automatically be renewed every five years.

All modifications to this agreement must be approved by the Administrative Committees of each of the Financial Sponsors. All modifications to this agreement must be in writing, signed 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](mailto:periodical@ieee.org)).

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

Signature	 AC8B03FA4D4D4AD...	
Name	Sherman Shen	
Title	President	
Society/Council	IEEE Communications Society	

Date	12/12/2022	
Signature	 6DDDE1D7C46F4EB...	
Name	Athina Petropulu	
Title	President	
Society/Council	IEEE Signal Processing Society	
Date	12/12/2022	