

AGREEMENT FOR PUBLICATION AND MARKETING OF THE IEEE TRANSACTIONS ON MULTIMEDIA

AMONG THE

IEEE Circuits and Systems Society IEEE Signal
Processing Society IEEE Communications Society
IEEE Computer Society

Updated July 2024
(Effective date: 1 January 2024-31 December 2026)

MEMORANDUM OF UNDERSTANDING FOR FINANCIAL CO-SPONSORSHIP

The Institute of Electrical and Electronics Engineers, Inc. (IEEE) Societies identified below agree to jointly publish a Publication to be known as the IEEE Transactions on Multimedia (hereafter "the Publication") and to financially support the Publication with the below stated percentage shares:

IEEE Signal Processing Society (Managing Partner) [25%]
IEEE Communications Society [25%]
IEEE Circuits and Systems Society [25%] IEEE
IEEE Computer Society [25%]

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

Managing Partner (IEEE Signal Processing Society)

One of the partners is designated as the Managing Partner of the Publication 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 shall also provide the Sponsors and the Editorial Board annual reports relevant to submissions vs. publication, timeliness, adherence to page budgets, and other pertinent data about the Publication. The Managing Partner shall administer all budget preparations, accounting, and financial reports, to the Financial Sponsors, as well as prepare the page count expectation for the coming year prior to the submission of the annual budget. It shall also establish and administer the Publication's website. Support of these functions requires appropriate staff time and effort, and the Publication may annually be charged for staff services to perform these functions. Any such costs will be part of the proposed budget.

STEERING COMMITTEE AND EDITORIAL SUPPORT STRUCTURE:

Steering Committee Responsibilities

The management of the Publication shall be vested in a Steering Committee (SC) composed of two voting members from each of the Financial Sponsors, an Editor-in-Chief, and a Chair. The Steering Committee shall elect the Editor-in-Chief (EiC), approve Editorial Board nominations from the EiC, and establish operating policies and procedures for the Publication. Voting on all actions of the Steering Committee, except as specified below under "Finances," where unanimous approval is needed, shall require a majority affirmative vote of the full voting membership, and be in accordance with Robert's Rules of Order. In the event a representative for a Sponsor is not able to

attend a meeting, the President of the Society can appoint a proxy. In the event an email ballot is necessary, the results of the ballot must be a majority among the voting members.

Each year, the Managing Partner will provide the Publication's statistics, history and trends to the Steering Committee along with their recommendation for the page budget. The Steering Committee shall vote annually to set the Publication's page count and frequency for the following year.

The Steering Committee shall meet as needed, in person or via web conference/teleconference, no less than once per year. Urgent matters may be decided by teleconference, correspondence, or e-mail, provided a diligent effort is made to contact all members of the Steering Committee and the required majority approves the proposed action regarding the matter. Travel costs for the EiC to attend the Panel of Editors (POE) Meeting and associated with attending Steering Committee meeting at ICME will be included and approved as part of the annual budget. Travel support terms: up to \$1200 continental or \$2100 intercontinental travel to the annual Panel of Editors meeting; and travel support up to \$1200 continental or \$2100 intercontinental travel to the annual ICME conference. Such funds may not be used for conference registration. Such travel funds shall be reimbursed upon submission of appropriate documentation and a completed and signed IEEE reimbursement form. Travel costs for the Steering Committee Chair associated with attending the annual ICME conference will be included and approved as part of the annual budget using the same travel support terms as outlined for EIC travel.

Steering Committee Representatives

The voting representatives for each Sponsor will be selected by the VP Publications of their respective society. They should have published in the area of multimedia and have editorial experience. Upon selection, the VP Publications will send their curriculum vitae (CV) to the SC Chair and to the Managing Partner. The Managing Partner will maintain records to support the transition of SC members. All appointments shall begin on 1 January of the designated beginning year of a term and shall end on 31 December of the designated ending year of a term. The term of a Steering Committee member shall be three years, except in the extraordinary case of early termination of a member(s). The SC Chair can request that a society replace an SC member if he or she is not actively participating in committee discussions.

Steering Committee Chair

The Chair shall normally be chosen from among past members of the Steering Committee who have represented one of the Financial Sponsors, and shall serve for a term of three years, non-renewable, even after a break in service. Such a term may run consecutive to a just-completed term as voting representative, i.e., a person can be an SC representative for three years and begin immediately as the SC Chair the year that the SC representative term ends. To permit orderly transfer of duties, the Chair-elect shall be named at least three months prior to the expiration of the term of the current Chair. The Chair shall vote only to break a tie. Chairs are appointed in the following rotation: Signal Processing Society; Communications Society, the Circuits and Systems Society, and the Computer Society. Upon renewal of this agreement, the rotation continues as previously.

Should an additional Financial Sponsor join the Steering Committee, they shall name a Chair of the Steering Committee at the end of the next rotation, i.e., after a new sponsor is added, all the other existing sponsors have a turn appointing an EiC before the new sponsor can appoint. The Chair shall continue to rotate among the Financial Sponsors, except if a Sponsor wishes to pass on its turn, in which case the next Financial Sponsor, in order, shall have the opportunity to make the appointment or to pass, until a Chair is named. If a sponsor passes, they are given one opportunity to appoint an EiC when the new Chair's term expires. Whether or not that opportunity is taken, the order of appointment rotation continues as noted earlier in this section. In the event a Financial Sponsor shall withdraw from the Steering Committee, and the Chair shall be the appointment of that Financial Sponsor, the term of the Chair shall not survive the participation of the Financial Sponsor.

Editor-in-Chief

The Editor-in-Chief shall be an acknowledged leader in the field of interest of the Publication. The period of service shall be three years, non-renewable. Succeeding Editors-in-Chief shall each serve for three years, non-renewable. The Editor-in-Chief of the Publication shall serve on the Steering Committee, ex-officio, without vote.

The Editor-in-Chief shall provide interface with the Managing Partner for manuscript handling and manufacture of the Publication. The Editor-in-Chief shall also be responsible for chairing the Editorial Board, as well as appointing, with the advice and consent of the Steering Committee, the Associate Editors for the publication who shall form the Editorial Board.

Editor-in-Chief Selection

The managing society will draft a call for nominations early in the final year of an Editor-in-Chief's term to begin the process of selecting a new Editor-in-Chief. All co-sponsoring societies will be responsible for soliciting nominations and promoting the search. Candidates may be self-nominated, or they can be nominated within the society. In either case, all Editor-in-Chief applications must be sent to the committee for review. Each candidate must have editorial experience in the multimedia area. The Editor-in-Chief application package will include a brief statement of the expertise and editorial experience of the candidate and a brief vision statement.

After the nominations have been received:

1. The Steering Committee will carefully consider the expertise, editorial experience, and vision statement of each candidate in the pool, and how they best fit to the current needs of the journal and will select the top three (rank listed) candidates. The selection of the top three candidates and their rank in the list will be made at the annual in-person meeting of the Steering Committee (typically held at ICME conference), allowing for committee members to participate by phone if they are unable to travel.
2. The Society Vice Presidents-Publications, in coordination with their respective society presidents, will vote to approve or disapprove each candidate in the ranked list, one by one, from the first to the third. If a Vice President-Publications votes "no" for the number one candidate in the list, he/she must provide justification for the "no" vote. The first candidate that receives a majority of the approval votes from the society Vice President-Publications is elected as the new Editor-in-Chief. If no candidate in the list reaches this condition, the Steering Committee must search for another candidate.

Editorial Board

The Editorial Board, under the leadership of the Editor-in-Chief, shall assure appropriate peer review of submitted manuscripts, timely review and publication of accepted manuscripts, adherence to the page budgets, etc. The Editorial Board shall also recommend changes to the Editors Information Classifications Scheme (EDICS) to the Steering Committee for their review, action, and notification to the Managing Partner. It shall be the overall responsibility of the Editorial Board to ensure that the publication maintains the highest quality.

The Editorial Board shall comprise not fewer than ten nor more than 100 members with expertise across the disciplines of multimedia, who shall normally serve terms of three years, non-renewable, but can be reappointed after a two-year break in service and shall be drawn from the members of each of the Sponsor. Selection of Associate Editors (AEs) must be from across the disciplines represented by the Financial Sponsors and Technical Co-Sponsors. AEs must be a member in good standing of any of the sponsoring Societies. Nominations for AEs arising from different sources, including the Technical Committees of the Sponsors and the Technical Co-Sponsors, shall be forwarded to the EiC. With the EiC's consent of the nomination, AE nominations shall be approved by the Steering Committee. Each Technical Co-Sponsor shall name a corresponding

liaison who shall provide to the Steering Committee the names and biographies, along with the particular technical multimedia proficiencies, of nominees to serve on the Editorial Board, such that the EDICS particular to the Technical Co-Sponsor is adequately covered.

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-in-Chief of their other publications to forward suitable material to the Publication. The Steering Committee shall develop procedures for (a) the Financial Sponsors to approve special issues of the Publication, and (b) for the EiC to direct papers not within the scope of the Publication to other Financial Sponsor publications for consideration.

B. Authors of a Financial Sponsor's 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.

AUTHOR SANCTIONS:

Authors submitting articles for consideration in the Publication and who are actively under sanction by any of the Financial Sponsors shall also be sanctioned by the Publication. The sanctions imposed by the Financial Sponsor shall translate to the author's activities in the Publication.

PUBLICATION SCOPE:

The current scope of the Publication is as follows:

"The scope of the Publication is the various aspects of research in multimedia technology and applications of multimedia, including, but not limited to, circuits, networking, signal processing, systems, software, and systems integration, as represented by the Fields of Interest of the sponsors."

This scope can be changed after approval by the Publication's Steering Committee as well as each of the Financial Sponsors. Formal scope change approval and implementation processes in existence within the IEEE at the time of the change consideration shall also be followed.

PUBLICATION COVER AND NON-MEMBER MARKETING MATERIALS TREATMENT:

The cover of the Publication shall have a statement that the Publication is a joint publication of the Financial Sponsors. The cover or 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:

Financial ownership of the Publication requires that all Financial Sponsors accept the responsibility of the expenses of the Publication throughout the year and share in the potential profit or loss of the Publication, according to the percentage of shareholder ownership as noted above. In the case of a proposed deficit budget, unanimous approval from the Financial Sponsors needs to be received. Mid-year expense increases, such as page increases, that are expected to result in year-end bottom line performance less than budgeted must be similarly approved unanimously. 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 Signal Processing Society, as the Managing Partner, will provide oversight to ensure the distribution occurs in a timely fashion.

Each year, in accordance with the IEEE budget development cycle, the Managing Partner shall 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), after distribution to the sponsors.
- The anticipated page budget provided by the Steering Committee.
- The budget shall normally include a 5-10% contingency factor.
- The budget must be unanimously 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.

The budget will include pricing, income, and expenses. This information, as well as financial history for the preceding two years, shall be provided to the VP-Publications of each Financial Sponsor for review, then approval of each Financial Sponsor President. If unanimous approval cannot be negotiated, then majority rule by the Financial Sponsor Presidents will prevail, with any dissenting members given the option to cease their financial sponsorship beginning with the budgeted year in question. In case of a tie vote for budget approval, the Managing Partner's vote will break the tie. When the budget has been approved, the Managing Partner shall submit the finalized annual budget to IEEE Technical Activities according to their scheduled requirements.

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.

Operating Funds

The Steering 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, 2024, and continue through December 31, 2026, unless terminated in accordance with this agreement prior. Six months before the end of the three-year term, the managing partner shall initiate renewal discussions with the other partners. A Financial Sponsor may withdraw from Financial Sponsorship upon written one-year notification to the other Financial Sponsors' Presidents, Vice Presidents of Publications, and Executive Directors (staff, if the position exists), as well as the Managing Partner's appointed staff person. 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 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. All indications of the withdrawn Sponsor shall be removed from all future issues of the Publication.

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 Steering Committee, the Executive Directors of each Financial Sponsor (if the staff position exists), and the Managing Partner's appointed staff person.

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. IEEE shall retain all intellectual property rights granted to it under this agreement.
- C. The year-end finances will be netted out to zero as described in the Finances section.
- D. Those papers accepted for the Publication or under review and subsequently accepted shall remain committed to Publication.
- E. Appropriate announcements shall be made in accordance with the termination plan of the publication, such announcements to include TAB.
- F. The publication shall cease accepting new submissions by a date that has been mutually agreed by all Financial Sponsors.


Any entity wishing to join this Agreement as a Financial Sponsor shall so indicate to the Financial Sponsors two years prior to the beginning of their financial participation. Any entity wishing to join this Agreement as a Technical Co-sponsor shall so declare no later than 1 March of the year prior to activation of Technical Co-sponsorship. Entities petitioning for Financial Sponsor status shall provide evidence of technical strength in the field of interest of the Publication, financial viability to maintain the entity's role in the participation for the next term, and evidence of approval of such participation by the entity's ruling body (board or administrative committee). Approval of new sponsors requires a unanimous vote by the Financial Sponsors, upon the Steering Committee's recommendation regarding the new sponsor's viability. New Financial Sponsors may join only at each agreement renewal window. Technical Co- Sponsors may be added the first day of any year.

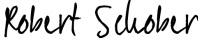
OUTREACH FOR COMMUNICATIONS


The Financial Sponsors authorize periodic outreach to their members or community participants for purposes of subscription and author awareness.

AGREEMENT ACCEPTANCE BY THE PRESIDENTS OF THE FINANCIAL SPONSORS:

Signature	
Print Name	Myung Hoon Sunwoo
Title	President
Society/Council	IEEE Circuits and Systems Society
Date	30 July, 2025

Signature	
Print Name	Konstantinos N. Plataniotis
Title	President
Society/Council	IEEE Signal Processing Society
Date	28 October 2024

Signature	Signed by:  <small>32595A7A8EE0496</small>
Print Name	Robert Schober
Title	President
Society/Council	IEEE Communications Society
Date	8/25/2025

Signature	
Print Name	Hironori Washizaki
Title	President
Society/Council	IEEE Computer Society
Date	19 May 2025