

28 January 2013

APPENDIX III

AGREEMENT

For an IEEE Internet of Things Journal

Introduction.

This document constitutes an Agreement among the IEEE Sensors Council, the IEEE Communications Society, and the IEEE Computer Society (hereinafter, Financial Sponsors), for an IEEE INTERNET OF THINGS JOURNAL (hereinafter, Periodical).

Field of Interest. A simple definition of the Internet of Things (IoT) is that it is a self-configuring wireless network of sensors whose purpose is to interconnect "all" things, including everyday and industrial objects.

The scope of the Periodical shall be the latest advances on the various aspects of IoT. Topics will include IoT system architecture, IoT enabling technologies, IoT communication and networking protocols, IoT services and applications, and the social implications of IoT.

Implementation.

This Agreement shall be acted upon by the Presidents of the Financial Sponsors on behalf of their respective Boards of Governors (BoGs) or Administrative Committees (AdComs). All changes to this Agreement shall require the unanimous consent of the Financial Sponsors. This Agreement, upon approval by the appropriate IEEE Technical Activities or other IEEE Board(s) shall become a part of the records of the IEEE Technical Activities Board.

Participation.

The initial period of this Agreement shall be five years from the date of the signature of the Financial Sponsors and all Financial Sponsors are obligated to commit to the Agreement for the full five years; thereafter, the Agreement shall be automatically renewable every three years with the

Financial Sponsors obligated to commit to the Agreement for the full three years.

In the extraordinary event that the Financial Sponsors, by unanimous agreement, wish to withdraw from this Agreement:

- (1) The Steering Committee shall prepare a plan for the orderly termination of the publication, to include a publication schedule for the remaining issue(s);
- (2) Appropriate announcements shall be made in accordance with the termination plan of the publication, such announcements to include TAB;
- (3) Cease immediately accepting new submissions;
- (4) Notify all authors with manuscripts under review, and either suggest alternative IEEE publications or accept the manuscript for publication in the Periodical.

All manuscripts already accepted for publication will be published, with the financial obligations incurred by such publication shared equally among the Financial Sponsors. Following publication of such accepted manuscripts, the Periodical will be considered disbanded.

Any sponsor – Financial Sponsor or Technical Co-Sponsor – wishing to withdraw from this Agreement shall announce this fact to the Financial Sponsors no later than one year prior to the expiration of the Agreement.

Following such notification, no other action for withdrawal shall be required; any monies due and owing to a withdrawing Financial Sponsor, shall be paid to the Financial Sponsor no later than 31 March of the year following withdrawal. Notification shall be made by the remaining Financial Sponsors to the IEEE Technical Activities Board.

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 Periodical, 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 shall be by unanimous agreements of the Financial Sponsors, upon recommendation of the Steering Committee regarding the entity's viability (for Financial Sponsors). New Financial Sponsors may join

only at each agreement renewal window. Technical Co-Sponsors may be added the first day of any year.

Administration.

The Periodical will be administered by a Steering Committee comprising of representatives of the Financial Sponsors, and including a chair and the Editor-in-Chief of the Periodical, as defined in the Steering Committee Charter.

In addition, the Periodical shall have an Editorial Board to insure the appropriateness and quality of manuscripts submitted to the Periodical for publication, the peer review process, and other day-to-day matters normally within the purview of an Editorial Board of an IEEE periodical. The Editor-in-Chief shall be selected by the Steering Committee in accordance with a process determined by the Committee.

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 Editor-in-Chief with attention and vigor, and realizing that there shall be no remuneration for service to the Periodical. The period of service shall be three years, non-renewable. The duties shall include the selection of Associate Editors from across the disciplines represented by the Financial Sponsors and Technical Co-Sponsors. The Associate Editors shall form the Editorial Board for the Periodical which shall be chaired by the Editor-in-Chief. In addition, the Editor-in-Chief shall serve as an ex-officio, non-voting member of the Steering Committee. Upon the request of the Editor-in-Chief, the Steering Committee may appoint an Associate Editor-in-Chief who shall assist the Editor-in-Chief and act as the Editor-in-Chief whenever the Editor-in-Chief is unable to perform his or her duties.

All other day-to-day management concerns will be assumed by the Steering Committee as detailed in its Charter.

Additionally, the Sensors Council shall be designated as the Administrative Partner at the inception of this Agreement. Scholar One Manuscripts shall be used as the 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 preparing and transferring each issue to the production editor for preparation in all approved formats and mailing of the final Periodical. The administrative Partner shall also provide the Financial Sponsors, Technical Co-Sponsors and to the Steering Committee, at least annually, reports relevant to the submissions vs. publication, timeliness, and adherence to page budget and other pertinent data about the Periodical. The cost of the services of the

Administrative Partner in providing the above tasks shall be shared by the Financial Sponsors in proportion to the sponsors' percent ownership.

Financial.

The Financial Sponsors are responsible for all financial obligations of the periodical. The shareholder ownership shall be as follows:

Sensors Council: 34%

Communications Society: 33%

Computer Society: 33%

Annually, the Chair of the Steering Committee shall, by March 15 or no later than 60 days prior to the announced deadline for development of the first round of budget preparation cycle, provide copies to all Financial Sponsors of itemized income and expense budgets that provide a financial history, current performance, and recommended budgets for the next three years, as well as historical information and recommendations for page budgets, numbers of issues and suggested pricing. The Financial Sponsors shall confirm these recommendations and act on them as part of their respective, annual budgets.

Surplus disbursement to the Financial Sponsors shall occur annually in accordance with the sponsors' percent ownership.

Subscriptions.

The Financial Sponsors and any Technical Co-Sponsors shall offer the Periodical according to the rates developed by the Steering Committee and confirmed by the Financial Sponsors. These rates shall be developed by the Steering Committee for non-member subscribers as well as for all classes of IEEE members.

The Periodical may be included in the IEEE All Periodicals Package (APP) and Society APP Sub-packages, as well as the IEEE Electronic Library. The Periodical shall not be included in any other packages or distributions, in any format, without the unanimous consent of the Financial Sponsors.

Amendments to this Agreement.

All amendments to this Agreement, other than those of an administrative nature, shall require the unanimous consent of the Financial Sponsors.

Arbitration

In the event of a disagreement among the Financial Sponsors which cannot be resolved among the Sponsors, a review panel 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.

Signatures

In confirmation of this Agreement, the Financial Sponsors hereunder provide their signatures:

Signed for the IEEE Sensors Council



Vladimir Lumelsky, President

2/13/13

Date

Signed for the IEEE Communications Society

V.K. Bhargava

Vijay Bhargava, President

Jan 29, 2013

Date

Signed for the IEEE Computer Society



David Alan Grier, President

12-02-2013

Date

27 January 2013

Appendix IV

Charter for the Steering Committee for the IEEE Internet of Things Journal

Mandate

The Steering Committee shall act as the Trustee for the IEEE Internet of Things Journal (hereinafter, the Periodical), and shall have management responsibility for that publication.

Membership

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. In no case shall the term of a Steering Committee member exceed three years.

The membership of the Steering Committee shall be:
a Chair,
two representatives of each Financial Sponsor, and
the Editor-in-Chief.

Except for the initial Chair, the Chair shall normally be chosen from among past members of the Steering Committee and shall serve for a term of three years, non-renewable. The Chair shall vote only to break a tie. The first Chair of the Steering Committee shall be selected by the Sensors Council; the second chair shall be selected by the Communications Society; the third Chair shall be selected by the Computer Society.

Should additional Financial Sponsors join the Steering Committee, they shall name a Chair of the Steering Committee in the order in which that Financial Sponsor joined the Steering Committee. The Chair shall continue to rotate among the Financial Sponsors, except that it 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. In no event shall the Chair of the Steering Committee and the Editor-in-Chief be selected by the same Financial Sponsor. 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.

The voting representatives of each Financial Sponsor shall be selected by the Financial Sponsor.

The membership of the Steering Committee will have staggered terms, such that the term of only one of the representatives for each Financial Sponsor expires in any year. Otherwise terms shall be for three years, non-renewable. It is the responsibility of each Financial Sponsor to assure their adherence to this policy.

The members of the Steering Committee shall select a Secretary and a Treasurer from among their membership, each to serve in that post for a term of one year, renewable, up to a total of three years.

The Editor-in-Chief of the Periodical shall serve on the Steering Committee, ex-officio, without vote. The first Editor-in-Chief shall be nominated by the Sensors Council, and approved by the Steering Committee. The Editor-in-Chief shall serve for three years, non-renewable. Succeeding Editors-in-Chief shall each serve for three years, non-renewable. The next Editor-in-Chief shall be nominated by the Computer Society, and the third shall be nominated by the Communications Society. Should additional Financial Sponsors join the Steering Committee, they shall have the opportunity to nominate an Editor-in-Chief in the same order in which that Financial Sponsor joined the Steering Committee. The post of Editor-in-Chief shall continue to rotate in order among the Financial Sponsors, except if a Financial Sponsor shall notify the Steering Committee, in writing, that it wishes to pass on its turn, in which case the next Financial Sponsor, in order, shall have the opportunity to make a nomination, or to pass, until an Editor-in-Chief is named. In no event shall the Editor-in-Chief and the Chair of the Steering Committee be nominated by the same Financial Sponsor. In the event a Financial Sponsor shall withdraw from the Steering Committee for this Periodical, and the serving Editor-in-Chief shall have been nominated

by that Financial Sponsor, the term in progress of the Editor-in-Chief shall be fulfilled.

Meetings

The Steering Committee shall meet, preferably, in person, at least annually, preferably, at the IEEE's IoT conference (which is in its startup phase as of this writing).

Additional meetings may be convened upon the request of the Chair and at least one representative of two of the Financial Sponsors. Such special meetings shall be held by tele- or web- conference at a time when the majority of the Steering Committee members can participate, such that a majority of voting members is available. Voting shall be the same as for in-person meetings.

Voting

Each Financial Sponsor shall have two votes on the Steering Committee. In the event a representative for a financial Sponsor is not able to attend a meeting, the President of the Society may appoint a proxy. The result of a ballot shall be determined by a majority of the voting members.

Duties

The duties of the Steering Committee shall involve the prudent management of the Periodical, including the following activities:

Financial: Each year, with awareness of the IEEE TAB timetable of redevelopment of Society budgets, the Steering Committee, shall develop a three-year budget for the Periodical, including: page budget, periodicity, income and expenses. Financial history for the preceding two years shall also be provided.

The Administrative Partner shall submit the finalized annual budget to IEEE Technical Activities according to their scheduled requirements.

Reporting: Annually, the Steering Committee shall provide to each Financial Sponsor an annual report of the activities of the Periodical which shall include: the budget (as defined above), information about the Editorial Board members, number of manuscripts submitted vs. number manuscripts published, data on elapsed time from submission to publication, information regarding changes to the Editors Information Classification Scheme (EDICS) and other pertinent information available from the Administrative Partner to the Agreement.

The Secretary of the Steering Committee shall transmit to all Financial Sponsors a report of action and information items within 15 working days following each meeting of the Steering Committee (including mail ballots).

Nominations: At least nine months prior to the end of the current term of the Editor-in-Chief, the Vice President-Publications of the Financial Sponsor whose turn it is to nominate the incoming Editor-in-Chief shall nominate individual(s) for the post. The nomination for Editor-in-Chief must be confirmed by the Steering Committee. The Financial Sponsor shall act in a manner that will insure that the Steering Committee can confirm the nomination of the Editor-in-Chief at least four months prior to the expiration of the term of the retiring Editor-in-Chief.

It is desirable that the Steering Committee Chair be named by a Financial Sponsor from among its experienced, past representatives on the Steering Committee. As the Chair is a non-voting member of the Steering Committee, such term may run consecutive to a just-completed term as voting representative. To permit orderly transfer of duties, the Chair-elect shall be named at least four months prior to the expiration of the term of the current Chair.

Editorial Board: The Editor-in-Chief shall be responsible for appointing, with the advice and consent of the Steering Committee, the Associate Editors who shall form the Editorial Board.

The EiC shall gather inputs from various sources and shall nominate Associate Editor candidates, who are then approved by the steering committee. Each technical Co-Sponsor shall be requested to 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. The Editorial Board shall meet at least annually, preferably, at the IEEE's IoT conference (which is in its startup phase as of this writing).

The Editor-in-Chief and the Administrative Partner shall ensure the proper manuscript handling and publication of the Periodical.

The Editorial Board shall comprise not fewer than ten nor more than 100 members, with expertise across the disciplines of IoT, who shall normally serve terms of three years, renewable upon the recommendation of the Editor-in-Chief and the approval of the Steering Committee. At least one member of the Editorial Board may represent each of the Technical Co-Sponsors for the Periodical. Upon the request of the Editor-in-Chief, the

Steering Committee may appoint an Associate Editor-in-Chief who shall assist the Editor-in-Chief and act as the Editor-in-Chief whenever the Editor-in-Chief is unable to perform his or her duties.

The Editorial Board shall be responsible for the technical quality of the Periodical. 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 recommend changes to the Editors Information Classifications Scheme (EDICS) to the Steering Committee for its approval.

Resolution: Matters of dispute regarding the appropriate review of publications of a manuscript; or between author and reviewer; or between author and associate editor; or between reviewer and editor; or between editor and Editor-in-Chief shall be negotiated first at the Editorial Board level. If no satisfactory resolution can be reached by the Editorial Board, the matter shall be appealed to the Steering Committee. In any case, all matters of dispute shall be immediately reported to the Editor-in-Chief for dissemination to the Steering Committee members.

Amendments: Administrative updates (addition of the names of Financial Sponsors, corrections to grammar, punctuation, etc.) may be made by the Secretary of the Steering Committee who shall then provide updated copies to all Financial Sponsors and members of the Steering Committee. Amendments to this Steering Committee charter shall be recommended by the Steering Committee for unanimous action by the Financial Sponsors.

28 January 2013

Amendment to:

APPENDIX III

AGREEMENT

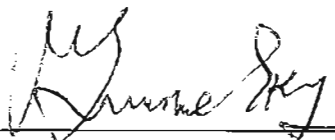
For an IEEE Internet of Things Journal

The IEEE Signal Processing Society shall be a technical cosponsor of the IEEE Internet of Things Journal.

Signatures

In confirmation of this amendment, the Financial Sponsors and the Technical Cosponsor hereunder provide their signatures:

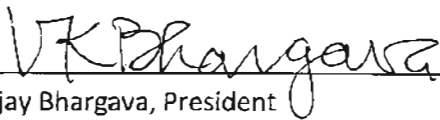
Signed for the IEEE Sensors Council



Vladimir Lumelsky, President

11/22/13
Date

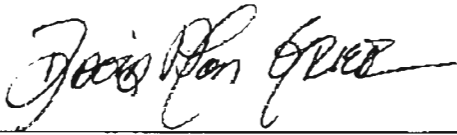
Signed for the IEEE Communications Society



Vijay Bhargava, President

23/11/13
Date

Signed for the IEEE Computer Society



David Alan Grier, President

16 Dec. 2013

Date

Signed for the IEEE Signal Processing Society



K. J. Ray Liu, President

11/23/2013
Date