

Addendum A

IEEE Internet of Things Magazine

As a sponsor of the IoT Initiative, any funding of the IoT magazine that cannot be covered by the IoT Initiative will be shared amongst the sponsors based on the sponsors' percentage of ownership in the Initiative. Equally, profits of the IoTM will be distributed to the IoT-I sponsors as part of the IoT-I results.

MANAGEMENT COMMITTEE AND EDITORIAL SUPPORT STRUCTURE:

The management of the Publication shall be vested in a Management Committee (hereafter "Committee") composed of one member from each of the Financial Sponsors (unless the sponsors elect to appoint different members to the Management Committee, the members of the IoT-I Activities Board will also serve as members of the Management Committee), a non-voting Editor-in-Chief and a non-voting Editor-elect. The Committee shall develop the budget, elect all Editors, including the Editor-in-Chief and Editor-elect, and establish operating policies and procedures for the Publication.

Within the Committee, each representative of the Lead and Major Sponsors has one vote. For every three (3) participating sponsors, one (1) representative of a participating sponsor has voting rights. Voting rights of Participating Sponsors will rotate on a 6-month basis. When a representative of a participating sponsor who holds voting rights cannot attend a Committee meeting, the representative of the participating sponsor who has no voting rights and whose organization is alphabetically next will automatically be delegated voting rights in that specific Committee Meeting. The Committee can make decisions whenever a quorum, which is more than ½ of the voting members, is present during a meeting. Any decisions shall be made by a majority of the total number of voting members present.

The Committee shall elect a chair from the Committee members. The committee may appoint a treasurer and a secretary as non-voting members of the committee. The Chair shall be responsible for the Committee administrative functions, which include arranging and running Committee meetings. The Treasurer shall be a member of the IEEE. It shall be the responsibility of the Treasurer to develop the annual budget and monitor the overall finances of the Publication. The Treasurer shall be responsible for securing the approval of each year's budget, including the subscription pricing and page counts, by affirmative vote of the IoT Activities Board, or if not existing by a majority vote of the Presidents or Vice Presidents of Publications of the Major Financial Sponsors. The Treasurer shall submit an 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 Treasurer 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 Secretary 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 Secretary shall provide copies of the minutes to the Financial Sponsors' Society Secretaries and Vice Presidents for Publications 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 Secretary at any time. In addition to the usual duties regarding minutes, reports, records, etc., the Secretary shall serve as temporary Chair for the time of absence of the Chair.

The Committee shall meet as needed, mainly via web conference/teleconference or in person otherwise, no less than once per year. Urgent matters may be decided by voting in Committee meetings or by e-mail voting. In the case of email voting, the motion/issue will be sent by the Chair or Secretary to the Committee by email with a voting deadline no less than 2 weeks after the email has been sent. For email voting, at least half of the voting committee members have to agree to approve the proposed action.

Travel costs for each Managing Committee representative shall be covered by the appointing organization. Travel costs for the Editor-in-Chief of the Publication to attend the Committee meeting and the annual IEEE Panel of Editors, as well as the actual meeting expenses (e.g. venue cost) for the Committee shall be budgeted as an editorial expense and shall be borne by the Publication; therefore, these travel and meeting expenses should be incorporated into the Publication's annual budget. If the Committee meeting takes place at a conference site, the primary choice shall be a conference co-sponsored by the Financial Sponsors.

The Financial Sponsors shall be responsible for appointing their respective representative to the Committee. The term of office of the representatives shall be two years, with the appointments staggered so that each of the participating organizations is changing some but not all of its representatives to preserve some experience to aid transitions at all times. To begin implementation of this staggered term expiration, the term lengths may differ during initialization of this Committee or as a result of replacing a member whose term is not yet expired. Each of the Financial Sponsors can remove any of their respective representatives from office at their own discretion. Representatives may be reappointed only once without an intervening two-year period of non-membership, except that a representative appointed to fill the remainder of a term with one year or less may be appointed and reappointed for two full terms.

The **Committee shall elect one of its voting members to be the Chair.** The Chair shall rotate among the lead and major sponsoring organizations. The Chair may not be chosen from the same society two consecutive terms. The term of the committee chair shall be one year. If a vacancy develops, the Committee shall elect, by a two-thirds affirmative vote of its members, one of its members from the same organization as the departing Chair to complete the term. The Committee Chair shall be agreed to be appointed by the IoT Initiative Activities Board.

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 majority of the voting members of the Committee. The Editor-in-Chief may be removed from office by a majority 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 one year before the end of the term of the current Editor-in-Chief. During the 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.**

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 or Associate-Editors to process papers requiring special expertise. The term of office will generally be 3 years and must be specified prior to appointment to office. The EiC may deviate from the 3-year terms as appropriate. In addition, the EiC may appoint guest editors for a special issue of the magazine, as he deems appropriate.

The managing committee is responsible for providing a yearly status report on publishing and financial matters to the President and Treasurer of each financial sponsor, and the IEEE IoT Initiative Activities Board.

PERIODICAL SCOPE:

The IEEE Internet of Things Magazine (IoTM) publishes peer-reviewed articles on IoT Technology and on end-to-end IoT solutions. IoTM articles are written by and for practitioners and researchers interested in practice and

applications, such as corporate engineers working to design and deploy IoT applications every day. The technical focus of IoTM is the multi-disciplinary, systems nature of IoT solutions. Additionally, IoTM addresses important non-technical aspects of IoT such as privacy concerns and regulatory affairs that must be understood to successfully deploy and operate real-world IoT systems.

IoTM also communicates with readers about the activities of the IoT Initiative, and contains regular sections to help the practitioner negotiate the IoT landscape: tutorials, publication reviews, product reviews, and information on IoT resources and events. IoTM is a forum for practitioners to share experiences, develop best practices, and establish guiding principles for technical, operational and business success.

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.

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. Updating and rewriting will be required to meet the scope of the IoT-M, which differs significantly from typical conference publications.

PERIODICAL 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

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.