

AGREEMENT FOR PUBLICATION AND MARKETING OF THE
Journal of Indoor and Seamless Positioning and Navigation (J-ISPIN)

BETWEEN THE

Sensors Council
Signal Processing Society
Instrumentation and Measurement Society

16 August 2022

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 Journal of Indoor and Seamless Positioning and Navigation (hereafter “the Publication”) and to financially support the Publication with the below stated percentage shares:

- Sensors Council 60%
- Signal Processing Society 20%
- Instrumentation and Measurement Society 20%

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

STEERING COMMITTEE AND EDITORIAL BOARD:

The Journal *Steering Committee* (SC) consists of five voting members, reflecting the financial sponsorship shares of sponsorship: three members are appointed by the Sensors council, one member by the Signal Processing Society and one member by the Instrumentation and Measurement Society. Non-voting members include the *Editor-in-Chief* (EiC) and the *Associate Editor-in-Chief* (AeiC). Members serve for two-year terms, and can be reappointed.

The initial SC confirms Valerie Renaudin and Francesco Potorti as the Founding EiC and Founding AEiC, respectively, who thereby become non-voting members in the SC.

The *Editorial Board* is composed of the EiC, the AeiC and the Editors.

The SC shall develop the budget, establish operating policies and procedures for the Publication and elect the members of the Editorial Board. Voting on all actions of the SC shall require the majority of the full voting membership. There shall be no proxy voting. The SC shall meet as needed, in person or via teleconference, no less than once per year. Urgent matters may be decided by other means, provided a diligent effort is made to contact all members of the SC and the required fraction of the SC approves the proposed action.

The SC shall elect Officers from the SC members, including a Chair, Treasurer and Secretary.

The SC shall elect one of its voting members to be the *Chair*. The Chair serves a two-year term and shall be responsible for the SC administrative functions which include arranging and running SC meetings. The Chair shall rotate among the sponsors with repetition of the sequence SC, SPS, IMS. The Chair is voting member in case of a tie. The Steering Committee should make efforts to work toward consensus on decisions to be made.

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, from each of the Financial Sponsors. The Treasurer shall submit an initial budget for the coming year 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.

The *Secretary* shall be responsible for developing and providing all SC members and the appropriate personnel with the minutes to each of the SC 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 SC and the Financial Sponsors. Financial

Sponsors may also request and receive status reports about the Publication from the Secretary at any time. The Secretary shall serve as Chair, temporary and for the term only, in the absence of the Chair.

The Founding EiC and the Founding AEiC will serve for the first three-year term. After the first term, the SC confirms the founding AEiC as EiC for the second three-year term. The SC then elects a new AEiC.

At the end of each further term, the SC confirms the current AEiC as the next EiC for a three-year term and elects a new AEiC. The SC cannot elect as AEiC someone who has served as either EiC or AEiC for the previous four consecutive terms.

The EiC and AEiC work as a team and strive to share most decisions.

During the time of office, the EiC shall be a member of the IEEE. The EiC is responsible for the overall editorial operation of the Publication which includes the assignment of papers to Editors. It shall also be the function of the EiC to provide recommendations to the SC for electing Editors. If the EiC resigns, the AEiC becomes the new EiC for the remainder of the term.

During the term of office, the AEiC shall be a member of the IEEE. The AEiC strictly cooperates with the EiC in all their functions and serves as EiC in the absence of the EiC. If the EiC resigns, the SC shall elect a new AEiC for the remaining period of the term, if longer than one year. If the AEiC resigns, the SC shall elect a new AEiC for the remaining of the term, if longer than one year.

The *Editors* shall be elected for three-year terms. Each shall be responsible for managing paper reviews specifically dealing with assigned subject areas.

Editors will include knowledgeable members/representatives from the sponsors and other individuals who are capable of helping guide the new Journal to success. Former and current Transactions/Journal EICs, associate EICs, and similar will be included.

EDITORIAL POLICY:

Editorial policy shall be consistent with the policies and procedures of IEEE and the Publication Services and Products Board's Operations Manual.

Financial Sponsors shall encourage the EiCs of their other publications to forward suitable material to the Publication. They shall encourage chairs of their conference, symposia or workshops to invite authors of suitable papers to update and significantly rewrite them and submit them to the Publication as original papers.

The EiC shall direct papers not within the scope of the Publication to other Financial Sponsor publications for consideration, as appropriate.

PERIODICAL SCOPE:

The current scope of the Publication is as follows:

The Journal of Indoor and Seamless Positioning and Navigation (J-ISPIN) publishes original research in the fields of localization and tracking of people, robots and objects. It covers all aspects of localization systems, including sensing, communications, location-based services, mapping, protocols, human interfaces and standards. The scope includes methods and systems addressing indoor environments as well as those enabling seamless transition between heterogeneous indoor contexts or between indoor and outdoor environments, for example where Global Navigation Satellites Systems are underperforming or unavailable.

This scope can be changed after approval by the SC 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 of the Publication shall have a statement that the journal is a joint publication of the Financial Sponsors. The cover or Journal 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 own the copyright to the Publication. All articles will be "gold open-access," published under the Creative Commons Attribution (CC BY) license. In order to promote the journal, the Financial Sponsors may waive article processing charges (APCs) for certain periods of time and for certain types of articles.

FINANCES:

Charges to the Publication shall be in accordance with its regular procedures for its periodicals. If an item exceeds its budget by more than 10%, approval from the President of each Financial Sponsor must be obtained before any decision which deviates significantly from plan/budget is made. The Committee shall plan its operation and develop a budget which encompasses, at least, the following factors:

- The budget in any year may be negative (expected in the first few years) or positive.
- 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.

Operating Funds:

The Committee shall maintain an account at IEEE to provide operating funds for the Journal. The Committee will ensure that sufficient funds are available at all times to meet Journal operating expenses as shown in the budget.

AGREEMENTS & DURATIONS:

The term of this agreement shall begin on First September, 2022. 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. The SC will present a review after five years, on which the individual co-sponsors can agree to sign a new MoU, or depart.

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).

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

- A. The Publication shall cease to publish 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 end of partnership shall be effective at the end of a publication year, mutually agreed to by all Financial Sponsors. This will allow for planning and communication for most effective transition keeping in mind the needs of the involved parties, 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 withdrawing Sponsors 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:

The SC issues requests to financially sponsoring Societies and Councils for periodic outreaches to their members or community participants for purposes of subscription and author awareness.

AGREEMENT ACCEPTANCE BY THE PRESIDENTS OF THE FINANCIAL SPONSORS:

For the Sensors Council

(Title, name, date and signature)



For the Signal Processing Society

(Title, name, date and signature)



Athina Petropulu

President, Signal Processing Society

26 August 2022


For the Instrumentation and Measurement Society

(Title, name, date and signature)

Salvatore Baglio

President, Instrumentation and Measurement Society

September 19, 2022

A handwritten signature in black ink, appearing to read 'S. Baglio', written over the printed name and title.