

**Memorandum of Understanding for Financial Co-Sponsorship of the
IEEE Transaction on Cognitive Communications and Networks (TCCN)
November 2013**

Introduction

This document serves as an agreement among the **IEEE Communications Society, the IEEE Signal Processing Society, and the IEEE Computer Society** as inaugural financial sponsors (hereinafter “Partners”) for a new publication, the IEEE Transactions on Cognitive Communications and Networking.

Background

In 2011, the IEEE Communications Society launched a publication series on “Cognitive Radio” under the banner of the IEEE Journal on Selected Areas in Communications. The series has undergone phenomenal growth since its inception, and it will “spin off” as a new journal, the IEEE Transactions on Cognitive Communications and Networking.

Periodical Scope

The **IEEE Transactions on Cognitive Communications and Networking (TCCN)** is committed to timely publishing of high-quality manuscripts that advance to the state-of-the-art of cognitive communications and networking research. Cognitive in this context means the non-trivial applications of perception, learning, reasoning, memory and adaptive approaches in the design of communication systems.

The transactions will consider submissions in the broad area of cognitive communications and, with an emphasis on taking holistic and possibly trans-disciplinary approach on design of such complex communications systems. The core topics covered include (but are not limited to): architecture, protocols, cross-layer, and cognition cycle design for cognitive networks, end-to-end and distributed intelligence at and beyond all layers of communications, software-defined networking, machine learning and artificial intelligence for cognitive communications and networks, cognitive radios and communications, relevant economic aspects of networks, security and privacy issues in cognitive networks, novel emerging services and applications enabled by such concepts.

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 IEEE Communications Society is the Administrative Partner (Partner A) of the Periodical at the inception of this Agreement 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 Administrative Partner is responsible for the finance accounting and the financial reporting to IEEE.

The TCCN shareholder ownership will be as follows**:

Partner A (Administrative Partner): The IEEE Communications Society – 70%

Partner B: The IEEE Signal Processing Society – 20%

Partner C: The IEEE Computer Society – 10%

**These are the initial shares based on the Administrative Partners assessment of the intended scope. Not later than the 3rd year of publication, the Partners shall agree on the future share allocation based on Contribution Metrics to be defined and determined to be in the best interest of the TCCN.

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.

Administration

TCCN will be administered by a Steering Committee comprised of representatives of the Financial Sponsors, including a chair, plus the Editor-in-Chief (EIC).

Steering Committee

The Steering Committee shall act as Trustees for the publication and shall have sole administrative responsibility for the Periodical such as:

- Monitor quality and timeliness of the Transaction
- Verify the technical content of the Transaction is in accordance with the established scope and areas of interest
- Approve the periodical budget (page count, subscription rates, etc.)

The membership of the initial Steering Committee shall consist of 5 voting members plus the EIC, without vote.

PARTNER A: 3 voting member

PARTNER B: 1 voting member

PARTNER C: 1 voting member

Each Society delegate must be appointed by his/her Society President, and shall serve a two-year appointment commencing Jan. 1, and may be re-appointed for one additional term. The appointment of a new Steering Committee member will be done at least one month in advance of the beginning of the member's term. Each delegate shall have equal (one) vote on matters before the Steering Committee.

The Steering Committee will have a chair, with a chair serving a two-year term, nonrenewable. The chair will be appointed from among the current members of the Steering Committee, by the President (or her/his delegate) of the sponsoring society whose turn it is to appoint the Steering Committee chair. The initial chair will be appointed by the Communication Society, the second chair will be appointed by Signal Processing Society, and the third chair will be appointed by Computer Society. The Chair shall vote only to break a tie. After these first three initial appointments, the appointment of a new Steering Committee Chair will be alternated among Sponsors. If a sponsoring society wishes to “pass” on its turn to appoint the Steering Committee chair, it will indicate this in writing to the Steering Committee, and the opportunity to appoint the Steering Committee chair will pass on to the next society. It is most desirable that the Steering Committee chair be named by a Sponsor from among its experienced, past representatives on the Steering Committee. To permit orderly transfer of duties, the chair-elect shall be named and announced at least three months prior to the expiration of the term of the current chair.

During the first three years of the TCCN, 2015-2017, the Steering Committee will be charged with determining the fractional level of participation of TCCN by the sponsoring societies. Developing quantitative measures that describe a society’s “percentage interest” in a publication is difficult. A role of the inaugural Steering Committee will be to determine these measures. Some possible metrics that the committee might consider when assessing the level of activity include the percentage of submitted papers that fall squarely in an the areas (of each society), the percentage of papers appearing in the journal that were first published in a conference (many/most journal papers first appear in a conference), the percentage of subscribership and authors who belong to the sponsoring societies, or neither.

The percentage interest of each sponsoring society will be reviewed every year after the first two years, and will be used in two important ways as the journal moves forward (years 2017 onwards):

- Determining societal representation on the steering committee (as discussed above)
- Determining distribution of yearly profit/loss among the sponsoring societies in years 2017 onwards.

Every three years, the determined percentage interest of each sponsoring society will be reported to the Sponsors for approval by the Sponsors Vice-President-Publications or his/her equivalent or designee and require unanimous approval of the Sponsors.

The Steering Committee shall meet at least annually to review the progress of the Periodical and prepare the budget of the Periodical. Representatives unable to attend the Steering Committee Meeting can participate by teleconference or by transferring their voting privilege to another member of the Steering Committee, provided the Chair is notified in writing of the proxy transfer at least one week prior to the meeting. The expense to participate in the meetings of the Steering Committee will be the responsibility of each individual Society. If possible, the meeting shall be scheduled to precede the AdCom/BoG meetings of all financial partners to allow review of preliminary budget submission of the Periodical.

Annually, the IEEE Communications Society is responsible for preparing and submitting the initial budget of the Periodical to the Steering Committee for review. The Steering Committee can approve the Periodical budget provided it is breakeven or better. In the case of a deficit budget, or deficit forecast, the Steering

Committee must receive final budget approval from the Financial Sponsors. All Financial Sponsors will receive a copy of the approved budget for the Periodical simultaneously when submitted to the IEEE TAB Finance Department.

Editorial Management

The Editor-in-Chief (EIC) and the Editorial Board (see below) are responsible for the editorial content and quality of the *Periodical*.

Editor-in-Chief

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 EiC and realize that there will be no remuneration for service to the Periodical. The period of service shall be two years and can be renewed for one additional term.

The function of the Editor-in-Chief (EIC) shall be to oversee the daily operations of the Transaction such as:

- interact with Authors
- maintain the Reviewer Database
- initiate and monitor the review process to its completion
- select Associate Editors and members of the Editorial Board for the approval by the Steering Committee
- prepare the page budget for submission to the Steering Committee for approval
- ensure that the Periodical follows IEEE Policy and Procedures
- create the technical content of the Periodical in accordance with the established scope and areas of interest and
- execute policies as established by the Editorial Board and approved by the Steering Committee
- serve as ex-officio, non-voting member of Steering Committee

Recognizing the central role of the IEEE Communications Society in the area of TCCN, the EIC will be appointed by the President of the IEEE Communications Society, in consultation with the IEEE Signal Processing Society and the IEEE Computer Society counterparts, based on the recommendation from the Steering Committee. The appointment of the new EIC will be conducted in a manner to ensure that the new EIC has been appointed at least six months prior to the expiration of the term of the retiring EIC.

Editorial Board

The Periodical shall have an Editorial Board to insure appropriateness and quality of submitted manuscripts to the peer review process and other day-to-day matters normally within the purview of an Editorial Board of an IEEE Transactions. The Editorial Board shall comprise not fewer than ten nor more than 100 members with expertise across the disciplines of TCCN. The Editor-In-Chief shall select with approval by the Steering Committee Associate Editors to form an Editorial Board as may be appropriate. Associate Editors shall have a term of two years, renewable for one additional two-year term. He or she must then step down for at least a year before being re-considered for the same position. The EIC may request that an editorial board member step down if duties are not being fulfilled prior to the end of a term.

The function of the Editorial Board shall be to review and offer guidance to the technical content of the Periodical. The function of the Editor(s) shall be to implement the policies established by the Editorial Board and approved by the Steering Committee.

Reporting Process

The Steering Committee will submit a written report regarding the progress of the Periodical to the participating Societies (both Financial and Technical) annually by 31 December reviewing the Periodical's progress over the year (page count, timeliness, citation factor, etc.) and review of the budget.

Startup Considerations

The *IEEE Transactions on Cognitive Communications and Networking* will begin publication in March 2015, as a quarterly journal with a page count of 720 pages. It is anticipated that the majority of the content of the inaugural issue will come from the accepted papers of the IEEE Journal on Selected Areas in Communications – Cognitive Radio Series (JSAC-CRS), and the new journal needs to accept open paper submissions as soon as possible once the proposal is approved. The initial editorial board of the new journal may come primarily from the existing editorial board of the IEEE JSAC-CRS. This will facilitate a smooth transition from IEEE JSAC-CRS to the new journal TCCN.

Subscriptions

All Sponsors (Financial and Technical) shall offer the Periodical to their Society members according to the rates established by the Steering Committee and confirmed by the participating Financial Sponsors. The Steering Committee shall also establish rates for other Society and IEEE members as well as non-member subscribers.

Electronic Distribution

The Periodical will continue to be included in the IEEE All Society Periodicals Package (ASPP) and its sub-packages as well as the IEEE Electronic Library/IEEEXplore. With an acceptable Letter of Agreement endorsed by the Steering Committee, financial co-sponsors may include the Periodical in their individual Society Member Digital Libraries. 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 Letter of Agreement.

Arbitration

In the event of a disagreement regarding the Periodical among the Financial Sponsors, a review panel consisting of the **Chair of the Periodical Committee and other members appointed by the Periodical Committee** will meet to resolve the issue.

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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 and New Agreements

All agreements must be approved by the TAB Periodicals Committee.

The period of this Agreement shall be 5 years from the date of signature of the Financial Sponsors and all Financial Sponsors are obligated to commit to the Agreement.

1) Withdrawal of Agreement: In the event that a **PARTNER** wishes to withdraw from this Agreement, the **REMAINING PARTNERS** retain all the rights to the **PUBLICATION** and will continue to publish the periodical. Notification of intent to withdraw must be made **one year** prior to the expiration of this agreement. The remaining partners need to sign a new agreement with the new % of financial ownership.

2) If a new Financial Sponsor is added during the course of the MOU, a new document specifying the new percentage of financial ownership needs to be signed by all Financial Sponsors.

3) At the termination of the agreement, a new Agreement needs be signed by all Financial Sponsors with possible new % of financial ownership .

As Financial Sponsors this agreement is accepted by:

Signed for / by the (Administrative) **PARTNER A:**

V.K. Bhargava 22/11/2013

Vijay Bhargava Date
President, IEEE Communications Society

Signed for / by the **PARTNER B:**

K.J. Ray Liu 11/22/2013

K.J. Ray Liu Date
President, IEEE Signal Processing Society

Signed for / by the **PARTNER C:**

David A. Grier 11/22/2013

for David A. Grier Date
President, IEEE Computer Society