

AGREEMENT

For IEEE Transactions on Multimedia

Introduction

This document serves as an Agreement among IEEE Circuits and Systems Society, the IEEE Signal Processing Society, the IEEE Communicators Society, and the IEEE Computer Society (hereinafter, Sponsors), for a period of three years beginning 1 January 2016 and ending 31 December 2018.

Field of Interest

The journal, called the IEEE Transactions on Multimedia, (hereafter called the Periodical, or T-MM) will address 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.

Implementation

This Agreement shall be acted upon by the Presidents of the 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 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.

Financial Sponsorship

The *Periodical* shareholder ownership will be as follows:

Financial % ownership:

Financial Partner A: IEEE Signal Processing Society (Managing): 25%

Financial Partner B: IEEE Communications Society: 25%

Financial Partner C: IEEE Circuits & Systems Society: 25%

Financial Partner D: IEEE Computer Society: 25%

All Sponsors are responsible for all technical obligations of the Periodical. Financial sponsorship 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 Managing Partner will provide oversight of IEEE to ensure the distribution occurs in a timely fashion.

Managing Partner (IEEE Signal Processing Society, Financial Partner A)

One of the **PARTNERS** will be designated as the Managing 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 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 *Periodical*. The Managing Partner shall administer all budget preparations, accounting, and financial reports, to the financial Sponsors.

It shall also establish and administer the *Periodical's* website. Support of these functions requires appropriate staff time and effort, and T-MM may annually be charged for staff services to perform these functions. Any such costs will be part of the proposed budget.

Participation

The initial period of this Agreement shall be three years from the date of the signature of the Sponsors and all Sponsors are obligated to commit to the Agreement for the full three years; at the termination of the agreement, a new Agreement needs be signed by all Sponsors. Six months before the end of the three year term, the managing partner shall initiate renewal discussions with the other partners.

In the extraordinary event that the 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;
- (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 submission;
- (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 or Technical– wishing to withdraw from this Agreement shall announce this fact to the other 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.

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 unanimous action of the Financial Sponsors, upon recommendation of the Steering Committee regarding the entity's viability (for Financial Sponsors) by IEEE Technical Activities. New Financial Sponsors may join only at each agreement renewal window. Technical Co-Sponsors may be added the first day of any year.

Steering Committee

The Periodical will be administered by a Steering Committee (SC) comprising of representatives from all Sponsors, and including a chair and the Editor-in-Chief of the Periodical, as defined below:

The membership of the Steering Committee shall be:

- The Chair
- Two representatives for each Financial Sponsor
- One representative for each Technical sponsor (if applicable)
- The Editor-in-Chief for the Periodical (non-voting member)

However, the participation of the EiC is at the discretion of the Chair of the Steering Committee. For example, the SC Chair should not include the EiC when meeting to discuss the performance of the EiC.

Chair:

Except for the initial 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. Such a term may run consecutive to a just-completed term as voting representative, i.e. a person can be an SC representative for 3 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. The first Chair of the Steering Committee shall be selected by the Signal Processing Society; the second chair shall be selected by the Communications Society, the third Chair shall be selected by the Circuits and Systems Society, and the fourth chair shall be selected by the Computer Society.

Should an additional Financial Sponsor 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 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.

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 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.

Editor-in-Chief:

The Editor-in-Chief shall be an acknowledged leader in the field of interest of the Periodical. 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 Periodical shall serve on the Steering Committee, ex-officio, without vote.

Editor-in-Chief Nominations

The managing society will draft a call for nominations early in the final year of an EiC's term to begin the process of selecting a new EiC. All co-sponsoring societies will be responsible for soliciting nominations, and will vet nominations within their society using their standard practices. Each society shall then propose at least one candidate to the SC, assuring that the nominee(s) have editorial experience in the multimedia area. Each nomination will include a brief statement of the expertise and editorial experience of the candidate. Each nominee will provide a brief vision statement.

Editor-in-Chief Selection

- (1) The SC 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 will be made at the annual in-person meeting of the SC (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 the respective society presidents, will vote to approve the SC's choice. Each society will have one vote in the approval. If a majority of society VP's do not approve the SC choice, the SC must search for another candidate.

Voting

Each Financial sponsor representative shall have one vote on all matters. In the event that technical sponsors have joined this agreement, they shall have one representative on the Steering Committee, and that representative may vote on technical matters only (i.e. – items that have no financial impact for the journal). 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 periodical'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 Periodical's page count and frequency for the following year.

Meetings

The Steering Committee shall meet in person at least annually, preferably at ICME. Travel costs for the EiC associated with attending Steering Committee meeting(s) will be included and approved as part of the annual budget.

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

The Steering Committee shall appoint one SC member at the start of their meetings to take the minutes and record action items. This appointee shall then provide a report of action and information items within 15 working days following each meeting to the Steering Committee and Managing Partner. If action items require an email vote (via an eballot), the Managing Partner shall administer, record, and report the results of the email vote.

Periodical Oversight/Editorial Board

The Editor-in-Chief shall provide interface with the Managing Partner for manuscript handling and manufacture of the Periodical.

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. 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) the Steering Committee for their review, action, and notification to the Managing Partner. It shall be the overall responsibility of the Editorial Board to insure 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, and shall be drawn from the members of each of the Sponsor. Selection of Associate Editors 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 Associate Editor may arise from different sources including: the Technical Committees of the Sponsors, from the Editor-in-Chief and the Technical Co-Sponsors, which shall be 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.

T-MM will be considered a hybrid IEEE journal and will advertise, promote and process manuscripts submitted for open access publication.

Copyright

The title of the *Periodical* shall be registered in the name of IEEE, and the *Periodical* as a whole shall be copyrighted by IEEE. All authors of articles and material in the *Periodical* shall have their copyright transferred to IEEE, except in the case of material in the public domain. All IEEE copyright procedures and practices shall be followed. The IEEE may freely reuse the copyrighted material for its own purposes without charge. Revenues from copyright fees, or other subsidiary rights fees associated with the *Periodical* that are paid by outside parties to be collected by the IEEE, shall be credited to the *Periodical* in accordance with IEEE procedure.

Finances

Each year, in accordance with the IEEE budget development cycle, the Managing Partner shall develop a budget for the *Periodical*. Information 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 and approval. When the budget has been approved by each VP-Publications of the financial sponsors, the Managing Partner shall submit the finalized annual budget to IEEE Technical Activities according to their scheduled requirements.

Financial ownership of the *Periodical* requires that all financial 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. 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 a deficit budget 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 Managing Partner, will provide oversight to ensure the distribution occurs in a timely fashion.

Marketing

There shall be a coordinated marketing effort for the *Periodical*, administered by the IEEE Signal Processing Society. All financial and technical sponsors are required to advertise T-MM quarterly to their membership; distribute any call for papers for Special Issues or Sections of the Journal, and provide a web link from their Society Publication website to the T-MM website. All sponsors shall advertise the option to publish as Open Access for T-MM.

Subscriptions and Fulfillment

All Sponsors shall offer the *Periodical* to their Society members according to the rates established by the Managing Partner, IEEE Signal Processing Society, and confirmed by the participating Financial Sponsors. SPS 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 Sponsoring Society Presidents, financial co-sponsors may include the *Periodical* in their individual Society Member Digital Libraries at a separate subscription rate.

The periodical cannot be included in a digital library that is provided with membership dues. Revenue distribution of the Periodical's inclusion as part of any Society Member Library will be distributed annually and in accordance with the shareholder sponsorship as outlined in this Memorandum of Understanding.

Amendments to this Agreement

Administrative updates (addition of the names of Financial Sponsors, corrections to grammar, punctuation, etc.) may be made by the Managing Partner who shall then provide updated copies to all Sponsors and members of the Steering Committee. Amendments, other than those of an administrative nature to this agreement shall require the unanimous consent of the Sponsors.

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.

Signatures

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

Signed for the IEEE Circuits and Systems Society

_____ for Vojin Oklobdzija 10/11/2015
Vojin Oklobdzija, President Date

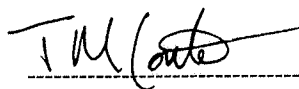
Signed for the IEEE Communications Society

 _____ 28/10/2015
Sergio Benedetto, President Date

Signed for the IEEE Signal Processing Society

 _____ 10/16/2015
Alex Acero, President Date

Signed for the IEEE Computer Society

A handwritten signature in black ink, appearing to read 'T Conte', written over a horizontal dashed line.

Thomas Conte, President

8 Oct. 2015

Date