

AGREEMENT FOR PUBLICATION AND MARKETING OF THE

IEEE Transactions on Sustainable Computing

BETWEEN THE

IEEE Computer Society

and

IEEE Communications Society

May 2020

MEMORANDUM OF UNDERSTANDING FOR FINANCIAL COSPONSORSHIP

The Institute of Electrical and Electronics Engineers, Inc. (IEEE) societies identified below agree to jointly publish a periodical to be known as the *IEEE Transactions on Sustainable Computing* (hereafter, the publication) and to financially support the publication with the below stated percentage shares:

IEEE Computer Society, 90% (administrative partner)
IEEE Communications Society, 10%

This collective of societies will hereafter be referred to as the financial cosponsors. The financial cosponsors are responsible for all financial and technical obligations of the publication. Compliance with financial and technical responsibilities entitles the financial cosponsors to voting privileges on the Steering Committee, as outlined below. Financial ownership of the publication requires that all partners accept the responsibility of the expenses of the publication throughout the year and share in the potential profit or loss of the publication according to the percentage of 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.

One of the partners will be designated as the administrative partner. It is recommended that the administrative partner has a significant share of financial ownership of the publication. The IEEE Computer Society is the administrative partner in this agreement and the publisher of the publication. The administrative partner shall provide a system for receiving, logging, filing, and delivering submitted manuscripts to the Associate Editors and reviewers in fulfillment of the peer review process. The administrative partner shall be responsible for producing the publication. The administrative partner shall also provide the financial cosponsors, technical cosponsors (if any), and the Steering Committee annual reports relevant to submissions vs. publication, timeliness, adherence to page budgets, and other pertinent data about the publication. The administrative partner shall administer all production, initial budget preparations, accounting, financial reports, and communications with the financial cosponsors and with the IEEE Technical Activities Department.

MANAGEMENT COMMITTEE AND EDITORIAL SUPPORT STRUCTURE:

The management of the publication shall be vested in a Steering Committee composed of the following voting members from each of the financial cosponsors:

- IEEE Computer Society: 6 members
- IEEE Communications Society: 1 member

In addition, there shall be the following nonvoting, ex officio members:

- The Editor-in-Chief (EIC)
- The IEEE Computer Society Vice President for Publications
- A designated member of the IEEE Computer Society staff

The Steering Committee shall develop the budget, approve the appointment of all editors (including the Editor-in-Chief, Associate-Editor-in-Chief, Associate Editors, or any other editorial roles as approved by the Steering Committee), and establish operating policies and procedures for the publication. Voting on all actions of the Steering Committee, except as specified below, shall be in accordance with Robert's Rules of Order and require participation by a quorum of the committee with affirmative votes cast by a majority of participants. The Steering Committee shall act as Trustees for the publication and shall have administrative responsibility for the publication such as:

- Monitor quality and timeliness of the publication with the assistance of staff
- Verify the technical content of the publication is in accordance with the established scope and areas of interest
- Approve the periodical budget (page count, subscription rates, etc.)
- Work with the EIC to establish operating policies and procedures for the publication.

Each society delegate must be appointed by his/her society President, shall serve a two-year appointment commencing Jan. 1, and may be reappointed for one additional term. Sponsoring societies can remove any of their representatives from office at their own discretion simply by notifying the Steering Committee Chair of such action. Each delegate shall have equal (one) vote on all matters before the Steering Committee. Representatives unable to attend a Steering Committee meeting in person may 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 prior to when the meeting begins.

The Steering Committee's officers shall be chosen from among the current Steering Committee members, including a Chair and a Secretary.

The Chair shall be responsible for the Steering Committee's administrative functions, which include arranging and running Steering Committee meetings. Except for the initial Chair, the Chair shall normally be chosen from among current members of the Steering Committee and shall serve for a term of two years, nonrenewable. The Chair shall vote only to break a tie. The Chair shall alternate between the two financial sponsoring societies. Should additional financial cosponsors join the Steering Committee, they shall name a chair after both existing cosponsors have completed their turns. The chair shall continue to rotate among the financial cosponsors, except if a financial cosponsor notifies the Steering Committee, in writing, that it wishes to pass on its turn, in which case the next financial cosponsor, in order, shall have the opportunity to make the appointment, or to pass, until a chair is named. In the event that the financial cosponsor who appointed the Chair withdraws from the Steering Committee, the term of the Chair shall not survive the participation of the financial cosponsor. If a vacancy develops, the Steering Committee shall elect one of its members from the same organization as the departing Chair to complete the term if possible.

The Secretary shall normally be chosen from among current members of the Steering Committee and shall serve for a term of two years, nonrenewable. The Secretary shall rotate among the financial sponsors. In no case shall the Chair and the Secretary be appointed by the same society. The Secretary shall be responsible for developing and providing all Steering Committee members and the appropriate personnel with the minutes to each of the Steering Committee meetings. In particular, the Secretary shall provide copies of the minutes to the financial cosponsors' Vice Presidents for Publications to ensure a flow of communication remains open between the Steering Committee and the financial cosponsors. Financial cosponsors 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 Chair pro tem in the absence of the Chair.

The Steering Committee shall meet as needed, typically via webconference/teleconference, no less than once per year. Urgent matters may be decided by e-mail, provided a diligent effort is made to contact all members of the Steering Committee and the required fraction of the Steering Committee approves each motion. If possible, the meeting shall be scheduled to precede the AdCom/BoG meetings of all financial cosponsors to allow review of the preliminary budget prior to submission. If an in-person meeting is scheduled, travel costs for each Steering Committee representative shall be covered by their appointing organization and shall not be attributed to the publication's finances. Travel costs for the Editor-in-Chief of the publication to attend the Steering Committee meeting and the annual IEEE Panel of Editors shall be budgeted as an editorial expense and borne by the publication; therefore, these travel and meeting expenses should be incorporated into the publication's annual budget. If an in-person Steering Committee meeting takes place at a conference site, the primary choice shall be a conference co-sponsored by the financial cosponsors.

The financial cosponsors shall be responsible for appointing their representatives to the Steering Committee. The term of office for the representatives shall be two years, renewable once. Each of the financial cosponsors 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 nonmembership, except in the case that a representative is appointed to fill the remainder of a term with less than one year remaining, in which case they may be reappointed for two full terms.

The Editor-in-Chief (EIC) shall be elected by the Steering Committee for a three-year term, renewable for two years. During the time of office, the EIC shall be a member of the IEEE. The EIC shall be an acknowledged leader in the field of interest of the publication. He/she shall agree to assume the roles and responsibilities of the EIC with the understanding that there will be no remuneration for service to the publication.

The EIC is responsible for the overall editorial operations of the publication, which include:

- interacting with authors
- helping to maintain the reviewer database
- assigning papers to the Associate Editors and monitoring the review process to its completion
- recommending Associate Editors and other supporting editorial positions for the approval of the Steering Committee and the IEEE-CS Publications Board
- making the final decision on Editorial Board nominations
- providing input to help create the page budget
- presenting the page budget for submission to the Steering Committee for approval as part of the overall budget approval process
- ensuring that the publication follows IEEE policies and procedures
- creating the technical content of the publication in accordance with the established scope and areas of interest
- executing policies as established by the Editorial Board and approved by the Steering Committee
- serving as an ex officio, nonvoting member of Steering Committee and the IEEE Computer Society Transactions Operations Committee

If an EIC should resign before the end of the term, the Steering Committee shall elect an interim EIC until the search for a new EIC can be completed. The EIC may be removed from office by a majority vote of the Steering Committee.

A new EIC shall be elected at least three months before the end of the term of the current EIC. The incoming EIC shall be a member of the IEEE. During this time, the incoming EIC will assist the current EIC in carrying out administrative functions, learn the operation of the publication, and succeed the current EIC at the end of his/her term. The selection of a new EIC begins with the appointment of an EIC Search Committee by the Financial Sponsors. The EIC Search Committee shall be comprised of three members, two from the IEEE Computer Society and one from IEEE Communications Society, and an EIC Search Committee Chair. That Chair, who will be appointed by the IEEE Computer Society Vice President for Publications, will moderate discussions and will vote only to break a tie. To avoid a conflict of interest, current members of the Steering Committee may not serve as members of the Search Committee. To the extent that it is possible, the EIC Search Committee shall follow the procedures outlined in the IEEE Computer Society Guidelines for EIC Searches. The Search Committee shall present to the Steering Committee a recommendation of at least two qualified individuals for the position. The Steering Committee shall submit their selection to the IEEE Computer Society President for his or her final approval with the agreement of the Presidents of the other financial cosponsors. In the event that the candidate is not approved, the Steering Committee may present alternate candidates from among the qualified applicants identified by the Search Committee until one is approved. If no qualified applicant is approved, a new Search Committee shall be formed to seek additional candidates. An EIC can be reappointed, but cannot serve more than

two consecutive terms. To the extent possible, the process for reappointment shall also follow the process outlined in the Guidelines for Computer Society EIC Searches.

The Editorial Board shall be comprised of Associate Editors with expertise across the disciplines of the publication, and shall normally serve terms of two years, renewable once. Associate Editors may be reappointed to the board after a one year hiatus from their prior four-year term. The EIC may request that an Associate Editor steps down if duties are not being fulfilled prior to the end of a term. Steering Committee members may nominate Associate Editors to the EIC; however, all Editorial Board appointments are made by the EIC, with the consent of the Steering Committee and the IEEE-CS Publications Board. Associate Editors-in-Chief shall be elected for two-year terms, renewable once; however, their term generally ends with the term of the appointing EIC, unless the incoming EIC elects to retain their services. As required, the Steering Committee may create additional roles on the Editorial Board to process papers requiring special expertise or other assigned tasks. The term of office must be specified prior to election to office.

The Editorial Board shall be responsible for the technical quality of the publication. The Editorial Board, under the leadership of the EIC, shall assure appropriate peer review of submitted manuscripts, timely review and publication of accepted manuscripts, adherence to the page budget, and editorial policies and procedures.

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 below:

- A. As a matter of principle, the financial cosponsors shall direct the EICs of their other publications to forward suitable material to the publication. The Steering Committee shall develop procedures for the financial cosponsors 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 cosponsor publications for consideration.
- A. Authors of the financial cosponsors' conference, symposium, or workshop papers are encouraged to update, rewrite, and extend their papers with significant new technical material and submit them to the publication for consideration to be published as original papers.

PERIODICAL SCOPE:

The current scope of the publication, approved by TAB on 21 Nov. 2015, is as follows:

“The *IEEE Transactions on Sustainable Computing* (T-SUSC) is a peer-reviewed journal devoted to publishing high-quality papers that explore the different aspects of sustainable computing, over a wide range of problem domains and technologies from software and hardware designs to applications. Sustainability includes energy efficiency, natural resources preservation, and use of multiple energy sources as needed in computing devices and infrastructure.

Solutions for these problems call upon a wide range of algorithmic and computational frameworks, such as optimization, machine learning, decision support systems, meta-heuristics, and game-theory. Contributions to T-SUSC must address sustainability problems in computing and information processing environments and technologies, and at different levels of the computational process.”

This scope can be changed after approval by the publication's Steering Committee. Formal scope change approval and implementation policies in existence within the financial cosponsors and the IEEE at the time of the proposed change shall also be followed.

PERIODICAL INFORMATION AND MARKETING MATERIALS TREATMENT:

The financial cosponsors shall be listed on the publication's cover (if one is published), on webpages dedicated to the publication for authors, readers, subscribers, or other audiences; on the IEEE catalog detail page; and on all marketing materials solely focused on the publication. When practical, the financial cosponsors' logos, as well as the IEEE logo, should also be included.

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, except for material not subject to copyright protection or material for which the author has exercised an open access publishing option wherein copyright is retained in accordance with IEEE's open access publication process.

FINANCES:

Charges to the publication shall be in accordance with IEEE's regular procedures for its periodicals. Additional expenses beyond the line items listed and significant changes from budgeted expenses shall require approval by the Steering Committee. If an item is anticipated to exceed its budget by more than 10%, approval from the President of each financial cosponsor must be obtained before any decision which deviates significantly from plan/budget is made (i.e., overpublishing the budgeted page count). The Steering Committee shall plan its operation and develop a budget which encompasses, at least, the following factors:

- The budget shall be constructed so that the operation in any year shall break even (zero net);
- The budget shall normally include a 5-10% contingency factor;
- The Steering Committee can approve the publication budget provided it is breakeven or better. In the case of a deficit budget, the Steering Committee must receive final budget approval from the financial cosponsor Presidents. All financial cosponsors will receive a copy of the approved budget for the publication simultaneously when submitted to the IEEE TAB Finance Department. Each financial cosponsor's share of the budgeted net shortfall or profit will be known to the financial cosponsors' 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 cosponsors in proportion to their ownership percentage.

AGREEMENTS & DURATIONS:

The term of this agreement shall begin 1 May 2020 and continue through 31 December 2024 unless terminated in accordance with this agreement prior.

This agreement may be terminated by any of the financial cosponsors upon written notification supplied at least one year in advance of the effective publication year. For example, to end financial cosponsorship for the 2021 publication year, the financial cosponsor(s) must have provided notice of the intent to terminate this agreement by late December 2019. A financial cosponsor'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 cosponsors to enable

development of a transition plan.

Notification shall be sent to all of the following parties:

- President(s) of the financial and technical cosponsors
- Vice President(s) for Publications of the financial and technical cosponsors
- Editor-in-Chief of the publication
- Chair of the Steering Committee for the publication
- Executive Director (staff) of the financial and technical cosponsors, if this position exists
- Technical Activities staff at periodical@ieee.org


The termination notification will trigger planning regarding the end of the agreement, cosponsor pricing for the technical cosponsor's members, and adjustments to remove marketing and editorial references of the partnership.


All modifications to this agreement must be approved by the Administrative Committees of all financial cosponsors of the publication. All modifications to this agreement must be in writing and signed by the Presidents of the financial cosponsors.

Upon termination of this agreement or the termination of the publication, the financial cosponsors agree to the following terms:

- A. The publication shall cease at the end of the next calendar year, or later, as mutually agreed to by all financial cosponsors. 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 request to withdraw from financial cosponsorship, the partnership end's effective date shall be at the end of the next publication year, or later, as mutually agreed to by all financial cosponsors. 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.
- 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 the relevant cosponsors 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.

AGREEMENT ACCEPTANCE BY THE PRESIDENTS OF THE FINANCIAL COSPONSORS:

Signature		
Name	Leila De Floriani	
Title	President	
Society/Council	IEEE Computer Society	

Date	5 June 2020	
Signature	 X <hr/> Vincent Chan President ComSoc	
Name	Vincent W.S. Chan	
Title	President	
Society/Council	IEEE Communications Society	
Date	May 26, 2020	