

# MEMORANDUM OF UNDERSTANDING

Whereas China Institute of Communications (hereinafter referred to as "CIC"), and

the IEEE Communications Society (hereinafter referred to as "ComSoc"),

desire to collaborate on a publication entitled *China Communications* in a spirit of collegiality, cooperative best efforts, and a commitment to resolve disputes amicably,

Now, therefore, it is agreed by and between CIC and ComSoc (hereafter referred to as "the Parties") as follows:

**Statement of purpose.** CIC and ComSoc will collaborate on *China Communications*. Both parties are committed to publishing high-quality papers to promote worldwide exchange in the information and communication technologies field.

**1. Description.** *China Communications* will be a printed monthly English-language magazine including bilingual table of contents and copyright pages with an on-line version. Papers may originate in the English language or originate in the Chinese language and be translated into English. Review and acceptance/rejection procedures, based on the English-language versions of all papers, will conform to the standards of both CIC and IEEE.

**2. Sponsorship and copyright.** CIC is the Sponsor of *China Communications* and ComSoc is the Co-Sponsor\* of *China Communications*. The CIC shall hold Copyright of the collected works, individual articles, and any parts thereof. ComSoc may freely use the content of the magazine consistent with its regular business practices without incurring any charge from or liability to, and without any necessity to obtain permission from, CIC.

## **3. Editorial Council.**

a. Both Parties agreed upon a joint Editorial council to maintain editorial quality and facilitate the cooperation between CIC and ComSoc. The Editorial Council shall provide guidance to the Editor-in-Chief (EIC) and the Editorial Board to ensure the publishing quality of *China Communications*.

b. **Membership composition.** The membership of the Editorial Council shall consist of a chair as defined below, two representatives from each party, and, serving as ex officio members, the magazine's Editor in Chief, Production Editor, the CIC's Chief Executive Director, and the Communication Society's Director of Magazines.

c. **Membership terms.** All appointments shall begin on 1 January of the designated beginning year of a term and end on 31 December of that term. Terms for each member shall run for three years. If an Editorial Council member resigns before the three year term ends, the Society that appointed the resigning member shall appoint a new representative for the remaining period that was to be served by the resigning member.

d. **Chair.** Except for the initial Chair, the Chair shall normally be chosen from among past members of the Editorial Council and shall serve for a term of three years. The Chair shall vote only to break a tie. The first Chair shall be selected by the IEEE Communications society and the second by the China Institute of Communications. The Chair shall continue to alternate between the two societies, except if a Party shall notify the Editorial Council, in writing, that it wishes to pass on its turn.

e. **Other officers.** The Editorial Council shall select a Secretary from among its membership, serving in that post for a term of one year.

f. **Editorial review.** Each year, the Editorial Council shall review the most recent four issues of the magazine, the editorial calendar for the next four issues, and the editorial plan for compliance with this Memorandum of

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\* The Co-Sponsor mentioned here specifies that ComSoc is to provide technical and financial support to *China Communications* during the cooperation period based on the MoU.

Understanding. The Editorial Council will then prepare a report recounting its findings and recommendations to both Parties and to the EIC.

h. **MOU compliance.** At its annual meeting, the Editorial Council shall review all aspects of the magazine's operation and its relationship with the memorandum of understanding, ensuring that the needs of both Partners are equitably addressed.

4. **Appointment of Editor-in-Chief and Associate EICs.** The EIC, with Chinese nationality in accordance with China Law, shall be nominated by the Editorial Council and appointed with approval by both Parties. The EIC and any Associate EICs will review content for each issue, with the EIC having the authority to make editorial decisions.

5. **Editorial Board.** The Parties will jointly organize a strong Editorial Board, consisting of an Editor in Chief (EIC), one or more optional Associate EICs and outstanding experts both in China and in the worldwide technical community. Both Parties will serve as content providers by jointly soliciting and processing papers.

#### 6. Management and operations.

a. The Parties will make joint efforts to assure that the editorial quality, policies and calendar meet the demands of subscribers and advertisers. The Parties will achieve successful marketing operation and widespread distribution through coordinated efforts by CIC in China and by the IEEE throughout the world.

b. CIC will be responsible for the following China-based editorial and distribution functions:

- domestic regulatory and legal requirements;
- inviting China-based Editorial Board members;
- calling for papers with a focus on China-based authors, to be processed by the Editorial Board, so as to reach an average of 50% of the high quality papers for each issue in a timely manner to ensure scheduled publication of *China Communications*;
- translating papers from Chinese to English and conducting peer review of papers;

c. CIC will manage the production of *China Communications*. CIC will be responsible for:

- managing production operations and staff;
- producing the publication and paper fulfillment, plus preparing electronic files for electronic (on-line) publication and dissemination through both CIC and IEEE;
- providing ComSoc and IEEE Publishing with electronic files compliant with the requirements of the IEEE Xplore platform, and, at ComSoc's request, for use by ComSoc member subscribers and other purposes.

d. ComSoc will be responsible for

- preparing and submitting Phase I and Phase II proposals to the IEEE Periodical Committee and IEEE Technical Activities Board (TAB) for IEEE's official approval of the collaboration on *China Communications*.
- upon TAB approval, recommending and inviting no less than 20 Editorial Board members from outside of China, each serves a term of 3 years.
- calling for papers with a focus on overseas authors, to be processed by the Editorial Board, so as to reach an average of 50% of the high quality papers for each issue in a timely manner to ensure scheduled publication of *China Communications*.
- conducting peer review of papers

e. A joint Editorial Council shall be organized to maintain editorial quality and promote long-term development, as described in Section 3.

#### 7. Costs & Revenue

a. **Costs.** The costs associated with *China Communications* consist mainly of translation fees, layout, printing, mail delivery of printed copies, production staff salary, and additional necessary production expenses. CIC will bear the related production costs mentioned above, with ComSoc provides the financial support (See Section 8).

b. Revenue. The revenue is generated mainly through advertisements, paid subscriptions, voluntary page charges and overlength charges.

c. CIC will retain the revenue generated from its advertising operation and distribution of printed and on-line publication while bearing the related cost.

d. ComSoc will retain the revenue generated from its advertising operation distribution of printed and on-line publication as well as voluntary page charges of authors while bearing the related cost. During the term of agreement, ComSoc shall pay the basic costs for their advertisements, printed copies, page charges and circulation. The basic cost budget shall be proposed by CIC and fixed by both CIC and ComSoc.

#### 8. Budget and Financial Co-sponsorship Model

CIC and ComSoc will jointly prepare an official budget to be submitted to the Financial Committee of the IEEE Technical Activities Board (TAB FINCOM) in conjunction with the Phase I and Phase II proposals. ComSoc will contribute financially a flat amount of up to US\$20,000 each year for the first three years toward the production costs of the magazine during the initial period of the collaboration on *China Communications*.

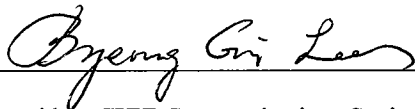
The amount of the financial support starting from the fourth year from ComSoc within the cooperation period will be negotiated by both Parties in a timely manner.

9. **Editorial policies.** To assure a high quality of the published technical papers, each paper shall be reviewed by at least three independent experts, conforming to policies of both CIC and IEEE. The reviews shall be kept in an electronic form for at least three years, and will be available, upon request, to the members of the Editorial Council.

10. **Conference cooperation.** Both parties are committed to organize high-level academic international conference focused on Information and Communications Technology in China. *China Communications* will be the appointed media of the conferences.

11. **Modification and termination.** The terms and conditions of this agreement may be modified at any time by written agreement signed by authorized representatives of both CIC and ComSoc. This agreement may be terminated by either of the Parties for any reason with a minimum six-month written notice to the other, said termination to be effective the 31st of December first occurring six months after notice is given.

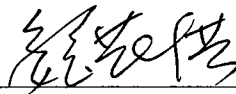
12. **Notices.** Any notices or correspondence to CIC under this agreement shall be provided to The Editorial Office of China Communications, China Institute of Communications, 20 Zhaofu Street, Dongcheng District, Beijing, 100009, China. Any notices or correspondence to ComSoc under this agreement shall be provided to Director of Magazines, IEEE Communications Society, 3 Park avenue, 17th Floor, New York, New York 10016.



President, IEEE Communications Society

December 6, 2011

Date



Vice President and General Secretary  
China Institute of Communications

2011年11月24日

Date