

APPENDIX III
AGREEMENT
For an IEEE Transactions on Multimedia

Introduction.

This document constitutes an Agreement among IEEE Circuits and Systems Society, the IEEE Signal Processing Society, the IEEE Communicators Society, and the IEEE Computer Society (hereinafter, Financial Sponsors) , for an IEEE TRANSACTIONS ON MULTIMEDIA (hereinafter, Periodical). At the direction of the Financial Sponsors, there may be Technical Co-sponsors for the Periodical.

Field of Interest.

The scope of the Periodical shall be 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 Financial 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 Financial 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.

Participation.

The initial period of this Agreement shall be five years from the date of the signature of the Financial Sponsors and all Financial Sponsors are obligated to commit to the Agreement for the full five years; thereafter, the Agreement shall be automatically renewable every three years with the Financial Sponsors obligated to commit to the Agreement for the full three years.

In the extraordinary event that the Financial 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.

Recognizing that the subject matter of the Periodical represents a new, cutting-edge technology, it is conceivable that the sponsors may contract or expand in recognition of changes in the field, and to insure the technical viability of the Periodical.

Therefore any sponsor – Financial Sponsor or Technical Co-Sponsor – wishing to withdraw from this Agreement shall announce this fact to the Financial 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. Notification shall be made by the remaining Financial Sponsors to the IEEE Technical Activities Board.

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.

Administration.

The Periodical will be administered by a Steering Committee comprising representative for the Financial Sponsors, and including a chair and the Editor-in-Chief of the Periodical, as defined in the Steering Committee Charter.

In addition, the Periodical shall have an Editorial Board to insure the appropriateness and quality of manuscripts submitted to the Periodical for publication, the peer review process, and other day-to-day matters normally within the purview of an Editorial Board of an IEEE transactions. The Editor-in-Chief will be nominated by a Financial Sponsor from among individuals representing the technical disciplines of that Financial Sponsor, and shall be approved by the Steering Committee.

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 Editor-in-Chief with all the attention and vigor, and realizing that there shall be no remuneration for service to the Periodical. The period of service shall be three years, non-renewable. The duties shall include the selection of Associate Editors from across the disciplines represented by the Financial Sponsors and Technical Co-Sponsors. The Associate Editors shall form the Editorial Board for the Periodical which shall be chaired by the Editor-in-Chief. In addition, the Editor-in-Chief shall serve as an ex-officio, non-voting member of the Steering Committee.

All other day-to-day management concerns will be assumed by the Steering Committee as detailed in its Charter.

Additionally, the Signal Processing Society shall be designated as the Administrative Partner at the inception of this Agreement and shall provide a system for receiving, logging, filing, and delivering submitted manuscripts to Associate Editors and Reviewers in fulfillment of the peer review process. The Administrative Partner shall be responsible for preparing and transferring each issue to the production editor for preparation in all approved formats and mailing of the final Periodical. The Administrative Partner shall also provide the Financial Sponsors, Technical Co-Sponsors and to the Steering Committee, at least annually, reports relevant to the submissions vs. publication, timeliness, and adherence to page budget and other pertinent data about the Periodical. The cost of the services of the Administrative Partner in providing the above tasks shall be shared equally by the Financial Sponsors beginning the fourth year.

Financial.

The Financial Sponsors are responsible for all financial obligations of the Periodical. Annually, the Chair of the Steering Committee shall, by March 15 or no later than 60 days prior to the announced deadline for development of the first round of budget preparation cycle, provide copies to all Financial Sponsors of itemized income and expense budgets that provide a financial history, current performance, and recommended budgets for the next three years, as well as historical information and recommendations for page budgets, numbers of issues and suggested pricing. The Financial Sponsors shall confirm these recommendations and act on them as part of their respective, annual budgets. Surplus disbursement to the Financial Sponsors, in equal share, shall occur annually.

Subscriptions.

All of the Financial Sponsors and any Technical Co-Sponsors shall offer the Periodical according to the rates developed by the Steering Committee and confirmed by the Financial Sponsors. These rates shall be developed by the Steering Committee for non-member subscribers as well as for all classes of IEEE and Society members.

The Periodical may be included in the IEEE All Periodicals Package (APP) and Society APP Sub-packages, as well as the IEEE Electronic Library. The Periodical shall not be included in any other packages or distributions, in any format, without the unanimous consent of the Financial Sponsors.

Amendments to this Agreement.

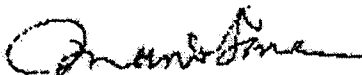
All amendments to this Agreement, other than those of an administrative nature, shall require the unanimous consent of the Financial Sponsors.

Signatures

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

Signed for the IEEE Circuits and Systems Society

Mani Soma, President

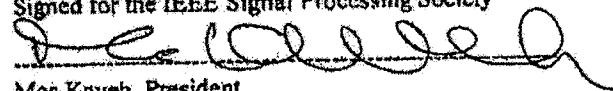


July 22, 2011

Date

Signed for the IEEE Signal Processing Society

Mos Kaveh, President

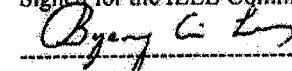


8/29/11

Date

Signed for the IEEE Communications Society

Byeong Gi Lee, President



9/27/2011

Date

Signed for the IEEE Computer Society

Sorel Reisman, President



Aug 31, 2011

Date

6/24/11

Appendix IV
Charter for the Steering Committee
for the IEEE Transactions on Multimedia

Mandate

The Steering Committee shall act as the Trustee for the IEEE Transactions on Multimedia (hereinafter, the Periodical), and shall have management responsibility for that publication.

Membership

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. In no case shall the term of a Steering Committee member exceed three years.

The membership of the Steering Committee shall be:

a Chair

two representatives for each Financial Sponsor

the Editor-in-Chief for the Periodical.

Except for the initial Chair, the Chair shall normally be chosen from among past members of the Steering Committee and shall serve for a term of three years, non-renewable. 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 from the Computer Society.

Should additional Financial Sponsors 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 no event shall the Chair of the Steering Committee and the Editor-in-Chief be selected by the same Financial Sponsor. 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.

The voting representatives for each Financial Sponsor shall normally be the Chair of each Sponsor's Multimedia Technical Committee or equivalent, and the Society's Vice President-Publications or his/her equivalent or designee. In the event that the term of an individual serving as Technical Committee Chair exceeds the three year maximum term of the Steering Committee, the officer in charge of technical

activities for that Financial Sponsor shall appoint a new representative to fill the vacancy. In the event that the term of an individual serving as Vice-President Publications exceeds the three year maximum term of the Steering Committee, he/she will designate an appropriate individual to serve on the Steering Committee until his/her term as Vice President-Publications ends and the new Vice President-Publications joins the Steering Committee.

The membership of the Steering Committee will have staggered terms, such that the term of only one of the representatives for each Financial Sponsor expires in any year. Otherwise terms shall be for three years, non-renewable. It is the responsibility of each Financial Sponsor to assure their adherence to this policy.

The members of the Steering Committee shall select a Secretary and a Treasurer from among their membership, each to serve in that post for a term of one year.

The Editor-in-Chief of the Periodical shall serve on the Steering Committee, ex-officio, without vote. The first Editor-in-Chief shall be nominated by the Circuits and Systems Society, and approved by the Steering Committee. The Editor-in-Chief shall serve for three years, non-renewable. Succeeding Editors-in-Chief shall each serve for three years, non-renewable. The next Editor-in-Chief shall be nominated by the Signal processing Society, the third shall be nominated by the Computer Society, and the fourth shall be nominated by the Communications Society. Should additional Financial Sponsors join the Steering Committee, they shall have the opportunity to nominate an Editor-in-Chief in the same order in which that Financial Sponsor joined the Steering Committee. The post of Editor-in-Chief shall continue to rotate in order among the Financial Sponsors, except if a Financial Sponsor shall notify the Steering Committee, in writing, that it wishes to pass on its turn, in which case the next Financial Sponsor, in order, shall have the opportunity to make a nomination, or to pass, until an Editor-in-Chief is named. In no event shall the Editor-in-Chief and the Chair of the Steering Committee be nominated by the same Financial Sponsor. In the event a Financial Sponsor shall withdraw from the Steering Committee for this Periodical, and the serving Editor-in-Chief shall have been nominated by that Financial Sponsor, the term in progress of the Editor-in-Chief shall be fulfilled.

Meetings

The Steering Committee shall meet in person at least annually, preferably at ICME.

Additional meetings may be convened on the request of the Chair and at least one representative of two of the Financial 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.

Voting

Each Financial Sponsor shall have two votes on the Steering Committee in the event a representative for a financial Sponsor is not able to attend a meeting, the President of the Society can appoint a proxy. In the event a mail ballot is necessary, the results of the ballot must be a majority among the voting members.

Duties

The duties of the Steering Committee shall involve the prudent management of the Periodical, including the following activities:

Financial: Each year, with awareness of the IEEE TAB timetable of redevelopment of Society budgets, the Steering Committee, shall develop a three-year-out budget for the Periodical, including: page budget, periodicity, income and expenses. Financial history for the preceding two years shall also be provided.

The Managing Partner shall submit the finalized annual budget to IEEE Technical Activities according to their scheduled requirements.

Reporting: Annually, the Steering Committee shall provide to each Financial Sponsor, an annual report of the activities of the Periodical which shall include: the budget (as defined above), information about the Editorial Board members, number of manuscripts submitted vs. number manuscripts published, data on elapsed time from submission to publication, information regarding changes to the Editors Information Classification Scheme (EDICS) and other pertinent information available from the Administrative Partner to the Agreement.

The Secretary of the Steering Committee shall transmit to all Financial Sponsors a report of action and information items within 15 working days following each meeting of the Steering Committee (including mail ballots).

Nominations: The Steering Committee shall deliver to the Vice President-Publications of the Financial Sponsor whose turn it is to nominate the incoming Editor-in-Chief, at least nine months prior to the end of the current term of the Editor-in-Chief, individual(s) for the post from among appropriate members of that Financial Sponsor. The nomination for Editor-in-Chief must be confirmed by the Steering Committee. The Financial Sponsor shall act in a manner that will insure that the Steering Committee shall confirm the nomination of the Editor-in-Chief at least three months prior to the expiration of the term of the retiring Editor-in-Chief.

It is most desirable that the Steering Committee Chair be named by a Financial Sponsor from among its experienced, past representatives on the Steering Committee. As the Chair is a non-voting member of the Steering Committee, such term may run consecutive to a just-completed term as voting representative. 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.

Editorial Board: The Editor-in-Chief shall be responsible for appointing, with the advice and consent of the Steering Committee, the Associate Editors for the publication who shall form the Editorial Board.

Nominations for Associate Editor may arise from different sources including: the Technical Committees of the Financial 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. **The Editorial Board shall meet annually preferably at ICME.**

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

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 Financial Sponsors; at least one member of the Editorial Board may represent each of the Technical Co-Sponsors for the Periodical. The Editorial Board shall be responsible for the technical quality of the Periodical. 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 recommend changes to the Editors Information Classifications Scheme (EDICS) the Steering Committee for their review, action, and notification to the Administrative Partner.

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.

Amendments: Administrative updates (addition of the names of Financial Sponsors, corrections to grammar, punctuation, etc.) may be made by the Secretary of the Steering Committee who shall then provide updated copies to all Financial Sponsors and members of the Steering Committee. Amendments to this Steering Committee charter shall be recommended by the Steering Committee for unanimous action by the Financial Sponsors.

7/10/11