

AGREEMENT FOR AN IEEE WIRELESS COMMUNICATIONS LETTERS

THIS DOCUMENT

This document constitutes an Agreement between the IEEE Communications Society (COMSOC), the IEEE Signal Processing Society (SPS), and the IEEE Vehicular Technology Society (VTS) as inaugural sponsors (hereinafter “Sponsors”) for a new publication, the *IEEE Wireless Communications Letters* (*WCL*). Under the provisions of this Agreement, other IEEE Societies may participate in the future as sponsors or technical co-sponsors of *WCL*.

BACKGROUND

In 2002, COMOSC and SPS successfully co-sponsored and launched a new journal, the *IEEE Transactions on Wireless Communications*, which is often known as *TWireless*. Since its inception, *TWireless* has undergone phenomenal growth, both in terms of size and prestige. It has become the third largest Transactions in the IEEE, and its citation index (or impact factor) is among the premium journals that specialize in communications technologies.

The *Wireless Communications Letters* (*WCL*) will “spin out” of the existing *TWireless*. Specifically, *TWireless* will publish only full-length “Paper” articles and *WCL* only timely, short-length “Letter” articles. Under the provisions of this Agreement, an experienced researcher in the wireless field will serve as the founding Editor-in-Chief of *WCL*. It is also expected that most of the articles appearing in *WCL*’s first year in print will be primarily drawn from “letter” articles initially submitted to *TWireless*, and that a substantial fraction of the initial editorial board for *WCL* may be drawn from the existing editorial board of *TWireless*.

SPONSORSHIP

Whereas *TWireless* is a journal co-sponsored by COMSOC and SPS, and *WCL* is a spin-off journal from *TWireless*, it is the purpose of this Agreement that *WCL* will be co-sponsored by COMSOC, SPS and VTS under its terms. It is agreed that this co-sponsorship of *WCL* will be clearly indicated on the front cover of the journal, using the phrase “Co-sponsored by the IEEE Communications Society, the IEEE Signal Processing Society, and the IEEE Vehicular Technology Society.”

SCOPE

The *IEEE Wireless Communications Letters* will publish shorter, high-quality manuscripts on advances in the state-of-the-art of wireless communications. Both theoretical contributions (including new techniques, concepts, and analyses) and practical contributions (including system experiments and prototypes, and new applications) will be encouraged. The general scope of the journal includes, but is not limited to, the following:

Modulation and coding
Detection and estimation

Diversity techniques and equalization
Channel modeling
Fading countermeasures
Multiuser detection
Signal separation and interference rejection
DSP applications to wireless systems
Broadband wireless communications
Network architectures and protocols, with an emphasis on physical and link layer communication
Adaptive signal processing for wireless systems
Multiple access techniques
Space-time processing
Synchronization techniques
Software radio
Resource allocation and interference management
Multirate and multicarrier communications
Security, privacy, and authentication
Experimental and prototype results
Systems and services including mobile satellites, wireless local loops, wireless LANs, wireless PBX, and PCS/cellular.
Wireless source and sensor location estimation and tracking
Multimedia communications over wireless
Cross-layer design and optimization
Orthogonal frequency division multiplexing
MIMO systems
Ultra-wide band communications
Spectrum sharing and interference management

In addition, papers on other specific or non-traditional topics relevant to wireless communications and its applications, are encouraged. Examples include simulation tools and methodologies for design, analysis, rapid prototyping, performance prediction, and spectrum sharing and interference management.

Because of the intense research activities into cross-layer or trans-layer wireless technologies, the boundary between the physical layer and network-and-higher layers is blurry. For this reason, we anticipate that the *WCL* will publish papers that cover topics on the boundary between physical-layer communications and the broad area of architectures and protocols for wireless networks. Such papers would typically have significant content related to the physical layer (e.g., the topics outlined above).

The *WCL* shall accept, as filler, calls for papers and calls for participation for technical meetings of any of the Sponsors, provided such meetings are directly related to wireless communications. Publication of filler is at the discretion of the Editor-in-Chief. The launching of *Wireless Communications Letters* will not in any way restrict the scope of the *IEEE Transactions on Wireless Communications*, *IEEE Transactions on Communications*, *IEEE Journal on Selected Areas in Communications*, *IEEE/ACM/A CM Transactions on Networking*, *IEEE Communications Letters*, *IEEE Transactions on Signal Processing*, *IEEE Signal Processing Letters*, *IEEE Transactions on Vehicular Technology*, or other “broad spectrum” journals published by the Communications Society, Signal Processing Society, Vehicular Technology Society, or other publications of the IEEE.

Implementation

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

Participation

The initial period of this Agreement shall be five years from the date of signature of the Sponsors and all 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 Sponsors obligated to commit to the Agreement for the full three years.

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 issues;
- (2) appropriate announcements shall be made in accordance with the termination plan of the publication, such announcements to include TAB;
- (3) the WCL will cease immediately accepting new submissions;
- (4) the WCL will 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 Sponsors. Following publication of such accepted manuscripts, the *WCL* will be considered disbanded.

Recognizing that the subject matter of *WCL* represents 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 *WCL*. Therefore, any party -- Sponsor or Technical Co-sponsor -- wishing to withdraw from this Agreement shall announce this fact to the 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 Sponsor, both the surplus and the remainder of the share of the reserve, shall be paid to that Sponsor no later than 31 March of the year following withdrawal. Notification shall be made by the remaining Sponsors to the IEEE Technical Activities Board.

For the first five years of publication, the sole sponsors of *WCL* will be the IEEE Communications Society, the IEEE Signal Processing Society, and the IEEE Vehicular Technology Society. Additional full Sponsors may be considered beginning in 2017. The percentage interest in *WCL* of each additional Sponsor will be recommended by a vote of the Steering Committee.

Any entity wishing to join this Agreement as a Sponsor shall so indicate, to the current 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 Sponsor status shall provide evidence of technical strength and societal scope in the field of interest of the Periodical; technical strengths that expand, extend or are

complementary to those of the Sponsors (but within the scope of the publication); financial viability to maintain the entity's role in the partnership 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 by unanimous action of the Sponsors, upon recommendation of the Steering Committee regarding the entity's expected technical contribution, and confirmation of the entity's financial viability (for Sponsors) by IEEE Technical Activities. New Sponsors may join only at each agreement renewal window; Technical Co-sponsors may be added the first day of January of any year.

ADMINISTRATION

WCL will be administered by a Steering Committee, consisting of representatives appointed by the sponsors, and the Editor-in-Chief of the *WCL*, as defined in the Steering Committee Charter. The appointment of the chair of the Steering Committee will alternate among representatives from different Sponsors, as described in the Steering Committee Charter.

Recognizing the central role of the IEEE Communications Society in wireless communications, the IEEE Communications Society will be the "Managing Partner" of the *WCL*, with the rights and responsibilities outlined in this Agreement.

As Managing Partner, the IEEE Communication Society will be responsible for the *WCL*'s interaction with the IEEE, including matters regarding IEEE Publications, and the IEEE Technical Activities Board. This includes the responsibility for preparing and transferring each issue to the production editor for preparation in all approved formats, and mailing of the final Periodical. The Managing Partner will also provide the sponsors and to the Steering Committee, at least annually, reports relevant to submissions vs. publication, timeliness, and adherence to page budget, and other pertinent data about the Periodical. Personnel costs directly attributable to the management of the journal by the managing partner will be included in the expenses associated with the journal.

EDITORIAL MANAGEMENT CONSIDERATIONS

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 of *WCL* will be an acknowledged leader in the field of interest of the *WCL*. He/she will agree to assume the roles and responsibilities of the Editor-in-Chief of an IEEE journal with all attention and vigor, realizing that there will be no remuneration for this service. The period of service will be two years, once-renewable. As is currently the practice with the *IEEE Transactions on Wireless Communications*, a Publications Editor will assist the EIC in assembling issues and interacting with the authors of accepted papers and IEEE Publications.

Recognizing the central role of the IEEE Communications Society in the area of Wireless Communication, the EIC of *WCL* will be appointed by the President of the IEEE Communications Society, in consultation with SPS and VTS 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 Editor-in-Chief.

The Editor-in-Chief will be responsible for appointing the Associate Editors of the journal. The EIC will

solicit editorial board nominations from all Steering Committee members (as well as other possible sources including through open calls), and editors will be appointed with the advice and consultation of the Steering Committee. It is anticipated that the initial editorial board for the new transactions may be drawn primarily from the existing editorial board of the *TWireless*. In areas where the SPS and VTS have significant technical interests, the EIC will appoint SPS-affiliated and VTS-affiliated editors.

The EIC and the appointed Associate Editors will form the *WCL* Editorial Board, which will insure the appropriateness and quality of manuscripts submitted to *WCL* for publication, the peer review process, and other day-to-day matters normally within the purview of an Editorial Board of an IEEE journal.

FINANCIAL CONSIDERATIONS

The Sponsors are responsible for all financial obligations of the Periodical.

Annually, the Chair of the Steering Committee shall provide copies to all 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 journal's budget will be prepared and adopted by the Steering Committee, typically during the month of March, but always in time for the annual societal and IEEE budgeting processes. *WCL* funds and accounts will be maintained by the Communications Society in accounts that are specific to *WCL*, i.e., separate from accounts that are related to other COMSOC activities.

The initial investments in the journal by COMSOC, SPS and VTS will be apportioned 60%, 30%, and 10%, respectively. Any profits or losses against the initial investment in the first three years will be apportioned in the ratio of 6:3:1.

A reserve fund will be created and maintained to cover potential losses incurred by the journal. The reserve fund will be seeded with the initial investment by the societies and will be replenished from profits, with the goal of maintaining a targeted reserve amount equal to one year's worth of operating expenses. In a given year, profits will only be returned to the sponsoring societies if the reserve fund level is equal to or great than the targeted reserve fund amount.

Starting from 2015, the percentage interest of each sponsoring society will be reviewed every three years, a sponsor's percentage of *WCL*'s annual profit/loss will be in proportion to their "percentage interest" in the journal for that year. Profits will be distributed to sponsors only after all remaining startup costs (not covered by income) have been covered.

STARTUP CONSIDERATIONS

The *IEEE Wireless Communications Letters* will begin publication in 2012, as a bimonthly journal with a page count of 600 pages. This is similar to the page count and publication schedule for *TWireless* letter articles in 2009. It is anticipated that letters that are being submitted now to the *TWireless* will form the majority of the content of the new journal in 2012.

The Publications Editor for *WCL* will be an experienced person appointed by the EIC and the Steering Committee of *WCL*. This will facilitate a smooth transition between the two journals.

SUBSCRIPTIONS

All of the sponsors and any Technical Co-sponsors will offer the Periodical according to the rates developed by the Steering Committee and confirmed by the sponsors. These rates will 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/EPP Sub-packages, as well as the IEEE Electronic Library. The Periodical shall not be included in any other packages or distributions, in any format, except by approval of the Steering Committee, such approval not to be unreasonably withheld. The Steering Committee shall also determine an equitable sharing of any associated net revenue (after startup cost have been repaid.)

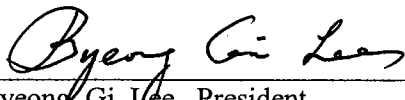
AMMENDMENTS TO THIS AGREEMENT

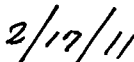
All amendments to this Agreement, other than those of an administrative nature, will require the unanimous consent of the sponsors.

SIGNATURES


In confirmation of this agreement, the IEEE Communications Society, IEEE Signal Processing Society and the IEEE Vehicular Technology Society hereunder provide their signatures:

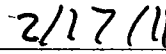
Signed for the IEEE Communications Society


Byeong Gi Lee, President


Date

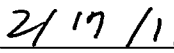
Signed for the IEEE Signal Processing Society


Mos Kaveh, President


Date

Signed for the IEEE Vehicular Technology Society


Jae Hong Lee, President


Date

CHARTER FOR THE STEERING COMMITTEE FOR AN IEEE WIRELESS COMMUNICATIONS LETTERS

Mandate

The Steering Committee shall act as the Trustee for the *IEEE Wireless Communications Letters (WCL)*, and shall have management responsibility for that publication.

Membership

The membership of the Steering Committee will consist of at least one representative from every Sponsoring Society. 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. A society's steering committee member(s) will be appointed by the society President or his/her equivalent or designee. 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.

Steering Committee members will be appointed to four-year terms, with the exception of the inaugural Steering Committee, whose terms are described below. When a Steering Committee members' term expires, his/her sponsoring Society will appoint a successor. Steering Committee members may serve more than one term, but no terms may be held consecutively. 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 *WCL* will serve as an ex-officio, non-voting member of the Steering Committee.

As discussed in the "Agreement for an IEEE Wireless Communications Letters," the initial sponsoring societies are the IEEE Communications Society (COMSOC), the IEEE Signal Processing Society (SPS), and the IEEE Vehicular Technology Society (VTS). The initial committee will be made up of *four* members from the IEEE COMSOC, *two* members of the IEEE SPS, and *one* member of the IEEE VTS. The terms for COMSOC appointees to the inaugural Steering Committee will be one, two, three, and four years; the term of the SPS appointees to the inaugural Steering Committee will be two and four years, and the term of the VTS appointee to the inaugural Steering Committee will be four years. An important task of the inaugural Steering Committee will be to determine the composition of the steering committee in the year 2016 onwards, as discussed below.

The Steering Committee will have a chair, with a chair serving a two-year term. 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 COMSOC, the second chair will be appointed by SPS, and the third chair will be appointed by VTS. 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 *WCL*, 2012-2014, the Steering Committee will be charged with determining the fractional level of participation of *WCL* 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 COMSOC, SPS, and/or VTS, or neither.

The percentage interest of each sponsoring society will be reviewed every three years, and will be used in two important ways as the journal moves forward (years 2015 onwards):

- Determining societal representation on the steering committee (as discussed above)
- Determining distribution of yearly profit/loss among the sponsoring societies in years 2015 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.

Meetings

The Steering Committee shall meet in person at least annually. While members may attend the annual meeting by phone conference or teleconference, it is expected that all members will make a concerted effort to attend in person. Periodic phone conferences on a quarterly basis are recommended as well. For budget planning purposes, one meeting must take place in the First Quarter of each year. In order for action to be taken, each Sponsor must be represented by at least one attendee.

Voting

Each member of the Steering Committee will have one vote. The Editor-in-Chief shall be a nonvoting, ex-officio member of the Steering Committee, with ties being broken according to the vote of the Steering Committee chair. In the event a mail ballot is necessary, the results of the ballot must be unanimous. In the case a member abstains from a vote, the sponsoring society which is represented by that Steering Committee member shall not request an additional vote to substitute for the member's vote.

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 for development of Society budgets, the Steering Committee, under the leadership of the Treasurer, 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. This budget shall be transmitted to each Sponsor at least sixty days in advance of the deadline for budget submission to IEEE Technical Activities, and shall comprise the three-year financial plan for the Periodical. Changes from prior year projections shall be fully explained.

- **Reporting:** Annually, the Steering Committee shall provide to each 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 Sponsors a report of action and information items within 15 working days following each meeting of the Steering Committee (including mail ballots).

- **Editorial Board:** The Editor-in-Chief shall be responsible for appointing, with the advice of the Steering Committee, the Associate Editors for the publication who shall form the Editorial Board. 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 wireless communications, who shall normally serve terms of two year terms once renewable and shall normally be drawn from the members of each of the Sponsors. 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 budget; etc. The Editorial Board shall recommend changes to the Editors Information Classification Scheme (EDICS) no later than September of any given year to the Steering Committee for their review, action, and notification to the Administrative Partner. Changes to the EDICS will be published in the first issue of the Periodical each year.

- **Resolution:** Matters of dispute regarding the appropriate review or publication 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 Sponsors, corrections to grammar, punctuation, etc.) may be made by the Secretary of the Steering Committee who shall then provide updated copies to all 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 Sponsors.