



BOARD OF DIRECTORS MEETING

Wednesday, 12 July 2023

MINUTES

Meeting place:	Online meeting
Meeting date:	12 July 2023
Meeting time:	-----

Attendees	Title	Present	Justified	Absent
Prof. Andrea Alù	<i>President</i>	✓		
Prof. Filiberto Bilotti	<i>Executive Director</i>	✓		
Prof. Maria Kafesaki	<i>Director</i>	✓		
Prof. Dorota Pawlak	<i>Director</i>		✓	
Prof. Mirko Barbuto	<i>Director</i>	✓		
Dr. Viktor Asadchy	<i>Director</i>	✓		
Dr. Davide Ramaccia	<i>Director/General Secretary</i>	✓		

Meeting chaired by:	<i>Prof. Andrea Alù</i>
Meeting minutes kept by:	<i>Dr. Davide Ramaccia</i>

AGENDA

1. Approval of MVI-IEEE APS Memorandum of Understanding
2. Any other business

Meeting Minutes

1. Approval of MVI-IEEE APS Memorandum of Understanding

The Vice-president informs the BoD that the Presidential office has received an expression of interest to sign a Memorandum of Understanding (MoU) between *Metamorphose VI* and *IEEE Antennas and Propagation Society* (Annex I). The proposal is sent by the President of the IEEE Antennas and Propagation Society, Prof. Stefano Maci, that is also the coordinator of the MVI institutional member University of Siena (UniSI). The Vice-president forwards to the Directors a draft of the MoU for comments/feedback/changes (Annex II).



**Virtual Institute for Artificial Electromagnetic Materials and Metamaterials
METAMORPHOSE VI AISBL**

Operational office: "Roma Tre" University, Dept. of Industrial, Mechanical & Electronic Eng.
Via Vito Volterra 62 – 00146 – Rome – Italy

The following votes and changes are casted via email:

Director	Comments/changes	Decision
<i>Prof. Maria Kafesaki</i>	No edits or comment to the Annex II	Approved
<i>Prof. Dorota Pawlak</i>	-----	N.A.
<i>Prof. Mirko Barbuto</i>	No edits or comment to the Annex II	Approved
<i>Dr. Viktor Asadchy</i>	No edits or comment to the Annex II	Approved
<i>Dr. Davide Ramaccia</i>	No edits or comment to the Annex II	Approved

Decision - According to the voting results, the Board of Directors approves the Memorandum of Understanding between Metamorphose VI and IEEE Antennas and Propagation Society.

The final version of the document will be signed by the Metamorphose VI President as soon as ready.

Any other business

There are no other businesses to discuss.

Rome, 17 July 2023

Dr. Davide Ramaccia
Secretary general

Prof. Filiberto Bilotti
Executive Director

Prof. Andrea Alù
President

Oggetto: MoU between METAMORPHOSE and IEEE Antennas & Propagation Society

Mittente: Filiberto Bilotti <filiberto.bilotti@uniroma3.it>

Data: 12/07/2023, 06:59

A: Maria Kafesaki <kafesaki@iesl.forth.gr>, Mirko Barbuto <mirko.barbuto@unicusano.it>, Davide Ramaccia <davide.ramaccia@uniroma3.it>, "Dorota.Anna.Pawlak@gmail.com" <dorota.anna.pawlak@gmail.com>, Asadchy Viktor <viktar.asadchy@aalto.fi>

CC: Andrea Alu <aalu@gc.cuny.edu>, Alessio Monti <alessio.monti@uniroma3.it>

Dear METAMORPHOSE Directors,

we have received the proposal by the President of the IEEE Antennas and Propagation Society, Stefano Maci (also member of METAMORPHOSE), to sign an MoU between the two societies. With Andrea and Alessio, we have worked to prepare a first draft that you find attached to this email. For us, it is a very light document with nothing critical, but could be the basis to strengthen the collaboration and give METAMORPHOSE a broader visibility in the field of antennas.

The draft is open for your comments/feedback/changes, if you have any.

Stefano has a meeting of the BoD of the IEEE AP Society next week, so it would be perfect if the MoU is discussed (and hopefully approved) by us by the end of this week.

So, please, express you approval/disapproval and, in case you approve it, tell us if you have changes to propose. Many thanks.

Best wishes,

Filiberto

Filiberto Bilotti, IEEE Fellow
Professore Ordinario di Campi Elettromagnetici
Direttore del Laboratorio di Antenne e Metamateriali
Executive Director di METAMORPHOSE VI AISBL
Università degli Studi ROMA TRE
Dipartimento di Ingegneria Industriale, Elettronica e Meccanica
Via Vito Volterra 62 – 00144 Roma
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web: <http://www.dea.uniroma3.it/bilotti>

— Allegati: —

MoU METAMORPHOSE_v2[72].docx

43,3 kB

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made on July **XXX**, 2023, by and among *The Institute of Electrical and Electronics Engineers*, Incorporated, a New York not-for-profit corporation (“IEEE”), acting through its *Antennas and Propagation Society* (“AP-S”), and the *METAMORPHOSE VI AISBL* (“MVI”), a not-for-profit association based in Belgium and with operational office in Italy. This MOU sets forth the relationship and obligations relating to ongoing cooperation between AP-S and MVI, and for establishing and continuing technical co-sponsorship of conferences, as specified below.

AP-S is governed by its *Administrative Committee* (“AdCom”) and hereby duly represented by the AP-S President, while MVI is governed by its *Board of Directors* (“BoD”) and hereby duly represented by the MVI President. The “Parties” to this agreement are collectively IEEE and AP-S, and MVI. Where appropriate, each of these parties will hereinafter individually be referred to as the “Party” and collectively referred to as the “Parties.”

The purpose of this MOU is to act as a support framework for collaboration between AP-S and MVI. This MOU is intended to establish a foundation for joint activities and to act as a common reference for the Parties and their respective stakeholders. The overall goal behind this MOU is to open a wide and long-term cooperation in activities that will bring clear benefits to both Parties.

RECITALS

Whereas AP-S is a Society within the IEEE with a field of interest (as outlined in Article II of its Constitution) that includes the theory, analysis, computation, measurement, design, development, test, and standards in electromagnetics, antennas, propagation and related electromagnetic measurements;

Whereas MVI is a s a non-for-profit International Association, whose purposes are the research, the study and the promotion of artificial electromagnetic materials and metamaterials;

NOW, THEREFORE, the Parties hereto agree as follows:

1. Duration and Modification of MOU

This MOU shall remain in effect until terminated in writing by either AP-S or MVI. This MOU may be modified by mutual agreement in writing by AP-S and MVI, with a version of the MOU or an amendment thereto incorporating the agreed-to modifications being executed by the authorized representatives of IEEE, AP-S, and MVI.

This MOU may be terminated upon one-month’s written notice by either party to the other, except that any commitment made for technical co-sponsorship of an event under the MOU shall survive until the end of that event.

2. Description of Activities

The parties intend to execute joint activities as further defined herein. The description of the joint activities in this document is non-exhaustive, i.e., it presents a commonly agreed-to minimum baseline that is intended to be used as a foundation for other activities of common interest if and when opportunities arise. The MOU will be updated if the new joint activities become crucial for the execution of the work of either or both of the parties and require more formal cooperation. However, the MOU is not intended as a tool for documenting or reporting on all of the joint activities and their outcomes.

The joint activities at this point include establishment of cooperation whereby:

- The Parties stimulate mutual participation in meetings and workshops by all the members of both Parties;
- The Parties encourage mutual promotion and advertising of meetings and workshops to all the members of both Parties;
- AP-S will act as technical cosponsor for the MVI events specified below in Article 4 when requested by MVI, including providing for the possibility of the submission of MVI proceedings to IEEE publication channels (specifically, IEEE Xplore and the CPP, as delineated in Appendix B) and to provide the possibility for distributing MVI announcements through AP-S dissemination channels.
- MVI will act as technical cosponsor for AP-S events specified below in Article 4 when requested by AP-S to provide the possibility for distributing AP-S announcements through MVI dissemination channels.
- ~~AP S and MVI will coordinate the creation of the “Metamaterials Corner” in IEEE Antennas and Propagation (AP) Magazine. MVI will support this activity, soliciting contributions submitted to the manuscript central of the AP Magazine and evaluated by the peer review process.~~
- **AP-S and MVI will coordinate to periodically invite their respective members to contribute to the IEEE Antennas and Propagation (AP) Magazine on the topic of metamaterials. These contributions will have the form of feature articles submissions, review and tutorial proposals, as well as proposals for special series and special issues.**

3. Mutual Participation at Events

The Parties will stimulate and encourage participation at the AP-S conferences and at the MVI conferences specified below in Article 4 by:

- Distribution of flyers and announcements through each other’s dissemination channels;
- If approved by the respective conference Technical Program Committee, organization of joint sessions, identification of applicable short course topics and/or speakers, or keynote or other invited speakers, at each other’s conferences and events.

Both Parties acknowledge that nothing in this MOU shall affect ownership of any copyright or

intellectual property rights and/or user rights as currently laid down and governed by applicable bylaws and policies as described in the statutes of either Party.

4. Sponsorship

AP-S agrees to continuing technical co-sponsorship of the:

International Congress on Artificial Materials for Novel Wave Phenomena

The benefits of AP-S technical co-sponsorship provided to MVI under this MOU, and the associated requirements for MVI, are set forth in Appendix A of this MOU, incorporated herein. This Appendix also includes information on the use of the IEEE Master Brand.

IEEE policy requires that technical co-sponsorship include direct and substantial involvement by AP-S in the organization of the technical program portion of MVI conference the proceedings of which are submitted to IEEE Xplore. MVI agrees that for such a conference, one or more members of AP-S will participate in the preparation of the technical program and the paper review process in those technical areas that fall within the AP-S field of interest. **MVI and AP-S presidents shall identify at least one AP-S member who will represent AP-S in the preparation of the technical program and the paper review process for the technically co-sponsored MVI conference, and to inform the AP-S President of the identity of this representative each time one of the above MVI conference is to be held.**

MVI requires that similar representation of MVI be provided on the Technical Program Committee of AP-S conferences MVI technically cosponsors under this MOU. **AP-S and MVI presidents shall identify at least one active member of MVI who will represent MVI in the preparation of the technical program and the paper review process for those technically co-sponsored AP-S conferences, and to inform the MVI President of the identity of this representative each time one of these AP-S conferences is to be held.**

MVI agrees to establish technical co-sponsorship of the AP-S annual conference:

IEEE AP-S International Symposium on Antennas and Propagation

The benefits of MVI technical co-sponsorship provided to AP-S under this MOU, and the associated requirements for AP-S, are set forth in Appendix A of this MOU, incorporated herein.

MVI and AP-S agree to work together to avoid conflicts in scheduling sponsored events of common interest.

4.1 Distribution Lists

The Parties agree to openly make available in a timely fashion their dissemination channels for mutual announcements of their conferences, workshops and events.

The Parties agree not to disclose member lists or e-mail lists to each other, but to provide access to these lists for distribution of announcements.

4.2 Liability

MVI and AP-S agree that the financial liability of the MVI conference is the sole right and responsibility of MVI, and that AP-S will bear no financial responsibility or liability of any kind for MVI conferences and events.

AP-S and MVI agree that the financial liability of AP-S conference is the sole right and responsibility of AP-S, and that MVI will bear no financial responsibility or liability of any kind for AP-S conferences and events.

4.3 Copyright

Copyright to published technical papers and presentations originating within the MVI conferences and published within the MVI conference proceedings shall belong to MVI or the MVI authors. For those papers included on IEEE Xplore MVI shall grant to the IEEE the following nonexclusive perpetual rights and permissions for the MVI papers published in the individual conference proceedings:

- A. Permission to purchase, promote, and sell the conference proceedings as they appear on IEEE Xplore;
- B. Permission to generate and/or reprint print copies as needed;
- C. Permission to include the conference proceedings as they appear on IEEE Xplore in all IEEE electronic product offerings, for sale, distribution, or document delivery through participation in the IEEE Conference Proceedings Program;
- D. Inclusion of the conference proceedings in IEEE Xplore, under the conditions listed in Appendix B.

MVI agrees to waive its right to royalties with respect to all of the above.

4.4 Indemnity

IEEE, AP-S, and MVI shall each indemnify and hold harmless the other from and against any and all claims, demands, liabilities, settlements, damages, costs, and expenses, including attorneys' fees and expenses, arising out of, or in any way connected with, any default, breach or negligent non-performance of this MOU or any negligent act or omission on the part of itself, its agents and employees arising out of this MOU.

4.6 Proprietary and Confidential Information

Neither Party shall disclose to a third party proprietary or confidential information of the other Party. Each Party further agrees to act as trustee for any confidential information jointly created or acquired through the Parties' participation in this MOU. Proprietary or confidential information shall be defined as information that is identified by being clearly labeled as "proprietary" or "confidential."

5. General Terms and Conditions

Binding Effect: This MOU shall inure to the benefit of, and be binding upon, the Parties, their successors in interest, legal representatives, and assigns.

Assignment: Neither of the Parties may assign or transfer neither its interest in this MOU nor any interest herein or claim hereunder without the express written consent of the other Party.

Complete MOU: This MOU constitutes the entire agreement among IEEE, AP-S, and MVI, and supersedes all other prior MOUs of the parties for the period to which it applies and may not be modified except in writing signed by the parties.

Notices: Any notice given under this MOU to any of the Parties may be effected by: (i) e-mail, or (ii) facsimile, receipt of which is confirmed by facsimile confirmation.

Counterparts: This MOU may be executed simultaneously in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. If either Party uses a scanned or facsimile transmittal, that copy shall be deemed to be an original.

In witness whereof, this MOU is executed by the Parties hereto by their respective undersigned and authorized officers as of the date first written above.

IEEE Antennas and Propagation Society	METAMORPHOSE VI AISBL
Authorized Signature	Authorized Signature
Print Name: Stefano Maci	Print Name: Andrea Alù
Title: IEEE AP-S President	Title: MVI President
Address:	Address:
Email:	Email:
Phone:	Phone:

The Institute of Electrical and Electronics Engineers, Inc.

Authorized Signature

Print Name

Title

Address

City, State, Country, Postal Code

Phone/Fax

E-mail

Appendix A: Benefits and Requirements of AP-S and MVI Technical Co-Sponsorship AP-S

technical co-sponsorship allows MVI:

To use the IEEE logo and Master Brand and the AP-S logo, in accordance with the IEEE policies related to such use. MVI agrees to abide by the IEEE Brand Identity Guidelines as set forth in the document available on the following page: <http://www.ieee.org/about/toolkit/index.html>.

Links to images of the IEEE logo and Master Brand are also available on that web page. The AP-S logo is available from the AP-S Magazine Editor-in-Chief.

To obtain mailing labels from the IEEE for mailing conference information to AP-S members. See the following page: www.ieee.org/conferences_events/conferences/organizers/organizers_resources.html

A link to the “IEEE Mailing Labels” information is located on that page. This has a link to a Word version of the form to be completed and returned per the instructions on the form to obtain the labels. The IEEE charges for each set of labels. Information on charges and using the IEEE to obtain US non-profit-organization postal rates are available by e-mailing conference_services@ieee.org; Tel: +1 732-562-3878; Fax: +1 732-981-1769. The above Web page also has other information that may be useful to organizers of meetings technically cosponsored by AP-S.

1. To list a posting of the conference in the “Upcoming Conferences” section of the www.ieeeaps.org site. Please send the conference information to the IEEE Web master.
2. As part of receiving technical co-sponsorship, MVI is required to fill out the IEEE Conference Application form each year for all technically cosponsored conferences. This can be accessed online at the following link:
3. www.ieee.org/conferences_events/conferences/organizers/conference_application_form.html
4. In order to have the conference listed in the conference calendar section of the AP-S Magazine, please send the conference information to the Associate Editor in charge of the calendar.
5. To a single insertion of an announcement of the conference in the IEEE AP-S Magazine on a space-available basis.
6. To include the conference proceedings in IEEE CPP and IEEE Xplore, as specified in Appendix B

MVI agrees to provide the following to AP-S for conferences AP-S technically cosponsors:

1. Inclusion of the AP-S logo on all promotional and marketing materials, which includes but is not limited to the “Events” section of the MVI Web site, call for papers, program books, proceedings, Web and print ads, e-mails, mailings and any social media related to the conference per IEEE Policy 10.1.17–Use of IEEE logo. The logo on the Web site should be linked back to the AP-S Web site, or if this is not possible, a stand-alone link on the homepage should be created (URL: www.ieeeaps.org).
2. Inclusion of AP-S materials in delegate bags, pubs bins, etc. at the conference.
3. The option to have an AP-S membership booth at the conference (space free of charge) if the conference has exhibits, and two complimentary MVI exhibitor’s passes.
4. The conference will not charge any registration fee to the representative of AP-S, who may be either the President or his/her appointed delegate at the conference.

AP-S agrees to provide the following to MVI for conferences MVI technically cosponsors:

1. Inclusion of the MVI logo on all promotional and marketing materials, which includes but is not limited to the AP-S Web site, the call for papers, program books, proceedings, Web and print ads, e-mails, mailings and any social media related to the conference. The logo on the Web site should be linked back to the MVI Web site, or if this is not possible, a standalone link on the home page should be created (URL: www.metamorphose-vi.org).
2. Inclusion of MVI materials in delegate bags, pubs bins, etc. at the conference.
3. The option to have an MVI information or membership booth at the conference (space free of charge) if the conference has exhibits, and two complimentary AP-S exhibitor’s passes.
4. The conference will not charge any registration fee to the representative of MVI, who may be either the President or his/her appointed delegate at the conference.

Appendix B. Requirements for Inclusion of MVI Proceedings in IEEE CPP and IEEE Xplore

1. The IEEE Conference Publications Form (http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html?appName=Publication) must be submitted by MVI for each edition of a technically cosponsored MVI conference for which the proceedings are to be submitted to IEEE Xplore. When this is submitted, the conference publications people will check to see that the conference is in the conference database, and then either refer to this MOU or check with AP-S to see that inclusion in the IEEE CPP (Conference Publications Program) is being sponsored by AP-S. The appropriate AP-S representative shall immediately approve technical co-sponsorship of the MVI conference when queried for approval by IEEE Conference Services/MCE, and shall inform the MVI President when this has been done.

b. MVI agrees to take all steps necessary to insure that the PDFs submitted to the IEEE CPP meet all requirements for inclusion in IEEE Xplore, and agrees to accept all financial liability and pay any and all costs associated with satisfying these requirements. The following Web page has information for conferences that are trying to produce Xplore-compliant PDFs: https://www.ieee.org/conferences_events/conferences/organizers/pubs/preparing_content.html. This includes a description of standards, and PitStop files for checking PDFs. IEEE PDFeXpress is a tool that authors can use to both generate compliant PDFs and to check the compliance of PDFs they provide. Information on it is available via the link on this page. MVI is strongly urged to require the use of PDFeXpress by all authors. Note that the IEEE charges a fee to resolve any problem with any PDF submitted to the CPP that is not IEEE Xplore compliant. MVI agrees to assume full responsibility for any and all such charges that may result from submitting non-compliant PDFs, and to immediately pay upon demand all such charges to the AP-S or the IEEE, as instructed. MVI agrees to take all steps necessary to format and submit the electronic version of the proceedings to the IEEE CPP.

c. MVI agrees that any and all revenue that may result from inclusion of the proceedings on IEEE Xplore will go to AP-S.

d. AP-S agrees that any and all IEEE fees associated with technically cosponsored conference papers going onto Xplore (e.g., the \$1000 per conference and \$15 per paper fees that went into effect January 1, 2016) shall be paid by AP-S, and not by MVI.

e. To conform to IEEE Publications Services and Products Board (PSPB) Operations Manual Section 8.2.2B, MVI agrees that submissions to technically cosponsored MVI conferences the proceedings of which are submitted to Xplore shall undergo a review process by independent referees who are knowledgeable in the pertinent subject area. The manner of implementation of this process and the number of reviews required shall be defined by MVI. To conform to recent IEEE policy requirements, MVI agrees to inform the AP-S President of the review process being used for each edition of MVI conferences on an annual basis. MVI also agrees to conform to the portions of the PSPB Operations Manual relevant to conference publications (a copy of this manual is available via the “PSPB Operations Manual” link on the Web page at <https://www.ieee.org/documents/opsmanual.pdf>).