

# Administrative Guideline



## Public Committee Draft (Public CD) Process

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## **Foreword**

This Standards Administrative Guideline forms an adjunct to the use and interpretation of the SMPTE Standards Operations Manual. In the event of a conflict, the SMPTE Standards Operations Manual shall prevail.

## **Introduction**

Review of an engineering document by the public, beyond the members of the SMPTE Standards Community, can help determine if it meets industry needs and satisfies interoperability requirements. Such a review ideally takes place before the engineering document reaches Final Committee Draft, after which making substantial changes becomes increasingly complex.

## **1 Scope**

This Administrative Guideline specifies the process for Public Committee Drafts (Public CD), which are Committee Drafts made available to the public for review.

NOTE A Public CD was referred to as a Technical Specification between 2018 and 2019.

## **2 Normative References**

SMPTE Standards Operation Manual v1.3

## **3 Terms and Definitions**

For the purposes of this document, the terms and definitions given in SMPTE Standards Operation Manual apply.

## **4 Abbreviated Terms**

### **4.1**

#### **Public CD**

Public Committee Draft

## **5 Public CD Development**

### **5.1 General (informative)**

The development of a Public CD is conducted according to the SMPTE Standards Operations Manual, including, but not limited to:

- the decision to make a Committee Draft available to the public rests with the Standards Vice President (OM v1.3, Section 9.3.1);
- contributions to a Public CD are subject to intellectual property and confidentiality policy specified in OM v1.3 Section 9;
- decisions are based on consensus, as defined in OM v1.3, Section 4.1.j
- the Project Group can return the Public CD to the Technology Committee Chair for FCD ballot at any time (OM v1.3, Section 6.5).

Annex A illustrates an example of the Public CD process, as specified by this document.

## **5.2 Project proposal**

A Project Proposal should indicate whether a deliverable is intended to become a Public CD.

## **5.3 Creation**

Any Committee Draft may be made available as a Public CD if it meets the following criteria:

- the Committee Draft has not been previously made available as a Public CD and subsequently terminated, as specified in Section 5.55.7.
- by Consensus and usually following a recommendation of a Project Group, the TC has recommended to the Standards Vice President that the Committee Draft be made available as a Public CD.

The TC recommendation should include a brief text appropriate for a public announcement of the Public CD.

When seeking the TC recommendation, the TC chair should use the notice specified in Annex B.

## **5.4 Availability**

The Public CD shall be made available to the public in a form approved by the Director of Standards Development and shall be accompanied by the notices specified in Annex C.

## **5.5 Comment period**

A Project Group should, but is under no obligation to, address comments received from the public on a Public CD.

The review period of a Public CD starts upon availability, as defined in Section 5.4, and ends when either:

- the document begins its FCD ballot (OM v1.3, Section 6.6), at which point the notice specified Annex D shall be displayed prominently alongside the Public CD; or
- the Public CD is terminated.

## **5.6 Revision**

A Public CD may be revised at any time.

To revise a Public CD, the Committee Draft shall be revised.

Revising a Committee Draft returns the document to Working Draft status and the process at OM v1.3, Section 6.5 is followed to elevate the revised Working Draft to Committee Draft.

The revised Committee Draft may follow the process of Section 5.3 to be made available as a Public CD.

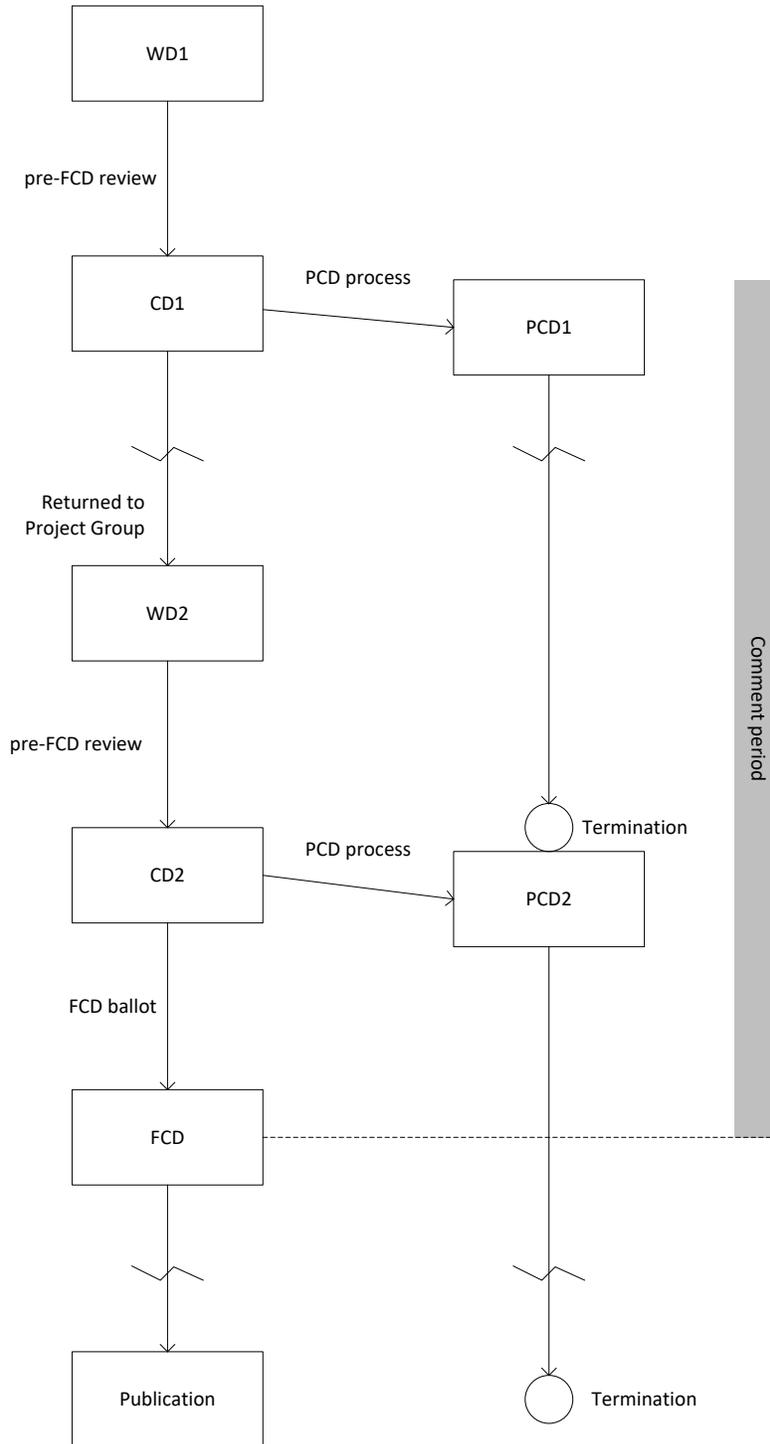
## **5.7 Termination**

A Public CD shall be terminated if any one of the following criteria is satisfied:

- the engineering document is published (see OM v3.1, Section 6.11)
- the Committee Draft of the document is revised
- more than 1095 days have elapsed since the document was initially made available as a Public CD, unless the Standards Vice President elects to extend the period upon recommendation of the TC
- the Project authorizing the engineering document is terminated

Upon termination of a Public CD, its public access to shall be immediately terminated.

**Annex A Process flowchart (informative)**



**Figure 1. Example of the Public CD process. A second Public CD (PCD2) is made available after addressing comments received on the first Public CD (PCD1).**

## **Annex B TC Recommendation**

As specified in SMPTE Administrative Guideline AG-22, the TC recommends that the Committee Draft of <document number> be made available as a Public CD with the following announcement:

<brief text appropriate for a public announcement of the Public CD>

The members of the TC are reminded of their obligations to notify the TC Chair if they are aware, based on their actual personal knowledge, of patents or patent applications that might contain Essential Claims to a technology being proposed for inclusion in the Public CD.

## **Annex C    Availability notices**

### **C.1 Contributor License Agreement (CLA) notice**

Please be aware that all contributions to this material are being conducted in accordance with the SMPTE Standards Operations Manual, which is accessible on the SMPTE website with the Society Bylaws:

<https://www.smpete.org/about/policies-and-governance>

Your comments and contributions, whether as a member or guest, are governed by these provisions and any comment or contribution made by you indicates your acknowledgement that you understand and are complying with the full form of the Operations Manual. Please take careful note of the sections requiring contributors to inform the Committee of personal knowledge of any claims under any issued patent or any patent application that likely would be infringed by an implementation of this material. This general reminder is not a substitute for a contributor's responsibility to fully read, understand, and comply with the full Standards Operations Manual.

### **C.2 Copyright notice**

Copyright © by the Society of Motion Picture and Television Engineers. All rights reserved. No part of this material may be reproduced, by any means whatsoever, without the prior written permission of the Society of Motion Picture and Television Engineers.

### **C.3 Patent notice**

Attention is drawn to the possibility that some of the elements of this material may be the subject of patent rights. SMPTE shall not be held responsible for identifying any or all such patent rights.

## **Annex D    Notice of FCD**

This Committee Draft was made available by the Society of Motion Picture and Television Engineers for a public review period, which ended on <start date of the FCD ballot>. The document is now being processed for publication. Note that the published document may ultimately differ from this Committee Draft.