

Metadata Registers Procedures



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Foreword

The Society of Motion Picture and Television Engineers (SMPTE) is an internationally-recognized standards developing organization. Headquartered and incorporated in the United States of America, SMPTE has members in over 80 countries on six continents. SMPTE's Engineering Documents, including Standards, Recommended Practices, and Engineering Guidelines, are prepared by SMPTE's Technology Committees. Participation in these Committees is open to all with a bona fide interest in their work. SMPTE cooperates closely with other standards-developing organizations, including ISO, IEC and ITU. SMPTE Engineering Documents are drafted in accordance with the rules given in its Standards Operations Manual.

For more information, please visit www.smpite.org.

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 Operations Manual shall prevail.

Introduction

This clause is entirely informative and does not form an integral part of this Administrative Guideline.

This Administrative Guideline covers all classes of [Entry\(ies\)](#) defined across all [Metadata Register Structure Documents](#) specified by SMPTE, and specifies:

- in [Clause 6](#), the process for allocating top-level Class 13 and 14 [Nodes](#) to external entities;
- in [Clause 7](#), the process of developing and publishing [Metadata Registers](#), which follows the development process specified in the [SMPTE Standards Operations Manual](#);
- in [Clause 8](#), a process for preparing stable [Entry\(ies\)](#) for inclusion in a [Metadata Register](#); and
- in [Annex A](#), the criteria for accepting [Entry\(ies\)](#) in [Metadata Registers](#).

1 Scope

This Administrative Guideline specifies maintenance and publication processes specific to the SMPTE [Metadata Registers](#).

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

SMPTE ST 298, Universal Labels for Unique Identification of Digital Data

url: <https://pub.smpte.org/pub/st298/>

SMPTE ST 336, Data Encoding Protocol Using Key-Length-Value

url: <https://pub.smpte.org/pub/st336/>

SMPTE Standards Operations Manual, v3.1

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

SMPTE AG 03, Permitted Normative References

url: <https://doc.smpte-doc.org/ag-03/main/>

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply:

3.1

Controlling Organization

Entity responsible for the creation, modification or deletion of an [Entry](#).

3.2

Node

[Entry](#) that can contain other [Entry](#)(ies).

Note 1 to entry: A more detailed definition is provided in each [Metadata Register Structure Document](#).

3.3

Entry

Combines one [UL](#) and multiple associated properties.

Note 1 to entry: A more detailed definition is provided in each [Metadata Register Structure Document](#).

3.4

Defining Document

Document referenced in the `Defining Document` property of an [Entry](#).

Note 1 to entry: A more detailed definition is provided in each [Metadata Register Structure Document](#).

3.5

Metadata Register

Collection of [Entry](#)(ies) defined by a [Metadata Register Structure Document](#).

3.6

Metadata Register Structure Document

SMPTE Engineering Document that defines a [Metadata Register](#).

Note 1 to entry: The SMPTE Registration Authority website lists [Metadata Register Structure Documents](#), as provided by [5.4](#).

3.7

Release

A SMPTE Standard, or a revision or amendment thereof, whose elements consists of one or more [Metadata Registers](#) to be published.

3.8

UL

SMPTE-administered Universal Label

[SOURCE: as specified in [SMPTE ST 298](#) and constrained by [SMPTE ST 336](#)]

4 Conformance

The following keywords have a specific meaning in the context of this document:

- *shall* and *shall not* express a requirement from which no deviation is permitted;
- *should* and *should not* express a strong recommendation without necessarily mentioning or excluding other choices;
- *may* expresses explicit liberty (or opportunity) to do something;
- *Note* and *informative* indicates that the associated prose is not indispensable, and can be removed, changed, or added editorially without affecting the scope, or the document's usage.

5 General

5.1 Relationship with the [SMPTE Standards Operations Manual](#)

This Administrative Guideline expands on the [SMPTE Standards Operations Manual](#), Subclause 5.2.5 as applied to Registers. In case of conflict with the [SMPTE Standards Operations Manual](#) and this document, the former prevails.

5.2 Relationship with [Metadata Register Structure Document](#)

This Administrative Guideline supersedes all procedural material specified in [Metadata Register Structure Documents](#), in general, and those listed in [Table 1](#), in particular.

Table 1 — Superseded Procedures and Criteria.

SMPTE ST 335	Clause 5 and Annex B
SMPTE ST 395	Clause 5 and Annex B
SMPTE ST 2003	Clause 5 and Annex B
SMPTE ST 400	Clause 5 and Annex B

5.3 Metadata Register Sub Group

The Metadata Register Sub Group is the Sub Group (as defined in the [SMPTE Standards Operations Manual](#)) responsible for developing Releases, as established by TC 30MR.

5.4 Metadata Register Structure Documents

The SMPTE Registration Authority website shall include a list of references to all Metadata Register Structure Documents, as determined from time-to-time by TC 30MR.

5.5 Current Version Byte

The SMPTE Registration Authority website shall include the current value of the version byte (Current Version Byte) for each Metadata Register, as determined from time-to-time by TC 30MR.

6 Entry Management and Publication

6.1 Private-Use Entry(ies)

A Private-Use Entry is an Entry belonging to a top-level Class 14 Node whose control has been delegated to an entity other than SMPTE according to [Annex C](#).

NOTE 1 — The Controlling Organization of a Private-Use Entry can transfer control of the Entry back to SMPTE as specified in [Annex C](#). [Annex D](#) lists Entry(ies) that were previously Private-Use Entry(ies), but are currently SMPTE-Controlled Entry(ies).

Private-Use Entry(ies) shall not be published by SMPTE. The Controlling Organization of a Private-Use Entry is however encouraged to maintain and publish it using a method consistent with those specified herein.

The management and publication of Private-Use Entry(ies) is the sole responsibility of the Controlling Organization.

NOTE 2 — Conformance of the UL of Private-Use Entry(ies) remains governed by [SMPTE ST 298](#) and constrained by [SMPTE ST 336](#).

6.2 Public-Use Entry(ies)

A Public-Use Entry is an Entry belonging to a top-level Class 13 Node whose control has been delegated to an entity other than SMPTE according to [Annex C](#).

NOTE — The Controlling Organization of a Public-Use Entry can transfer control of the Entry back to SMPTE as specified in [Annex C](#). [Annex E](#) lists Entry(ies) that were previously Public-Use Entry(ies), but are currently SMPTE-Controlled Entry(ies).

Public-Use Entry(ies) shall be published by SMPTE using the Release process specified in [Clause 7](#).

Each Controlling Organization shall submit for publication all Public-Use Entry(ies) it defines.

6.3 SMPTE-Controlled Entry

A SMPTE-Controlled Entry is an Entry that is neither a Private-Use Entry nor a Public-Use Entry.

SMPTE-Controlled Entry(ies) shall be published by SMPTE using the Release process specified in [Clause 7](#).

No SMPTE Engineering Document should be balloted to FCD until all Entry(ies) it defines have reached the "mature" state.

No SMPTE RDD should undergo committee ballot until all Entry(ies) it defines have reached the "mature" state.

No SMPTE Engineering Document or RDD should be published until all [Entry\(ies\)](#) it defines have reached the "accepted" state.

7 Development and Publication of a [Release](#)

7.1 General

A [Release](#) follows the development process for Engineering Documents, as specified in the [SMPTE Standards Operations Manual](#).

The document number of the [Release](#) is assigned as provided in [SMPTE AG 02](#).

NOTE — A [Release](#) typically includes [Metadata Registers](#) for all [Metadata Register Structure Documents](#).

7.2 Initiation

A [Release](#) is initiated by creating a Working Draft consisting of all [Entry\(ies\)](#) whose [Submission](#) is in the "accepted" state at the time of initiation.

NOTE — As a result, only [Entry\(ies\)](#) that have undergone the [Submission](#) process are published.

A [Release](#) should be initiated twice every calendar year.

7.3 Modification of a [Release](#) during Development

No [Entry](#) should be added to a [Release](#) at or after Committee Draft stage.

Any correction to an [Entry](#) included in a [Release](#) shall be made through a [Submission](#).

7.4 [Release](#) Project

There is one Project, as defined in the [SMPTE Standards Operations Manual](#), for each [Release](#).

The Project shall be assigned to the [Metadata Register Sub Group](#).

To help distinguish between [Releases](#), the Project should be given a distinctive name.

EXAMPLE: Project names of past [Releases](#) have included condiment names such as "catsup" and "brown sauce".

7.5 [Release](#) Numbering

A [Release](#) is numbered according to the Document Numbering requirements specified in [SMPTE AG 02](#).

The [Release](#) document number shall include both Year of Issue and Month of Issue, since multiple [Releases](#) are planned in a given year.

7.6 Publication

Upon publication, a [Release](#) shall be made publicly available at the SMPTE Registration Authority website.

7.7 Amendment

The amendment of a [Release](#) should be reserved for correcting errors before the next [Release](#).

EXAMPLE: Periodic [Releases](#) lessens the need for amendments.

8 Submission Process

8.1 General

A Submission is a request to alter a [Metadata Register](#). It follows the [Submission process](#), which is specified in the following subclauses and illustrated in [Figure 1](#), and is intended to prepare stable [Entry\(ies\)](#) for inclusion in a [Release](#).

[Annex B](#) provides selected examples of the [Submission process](#).

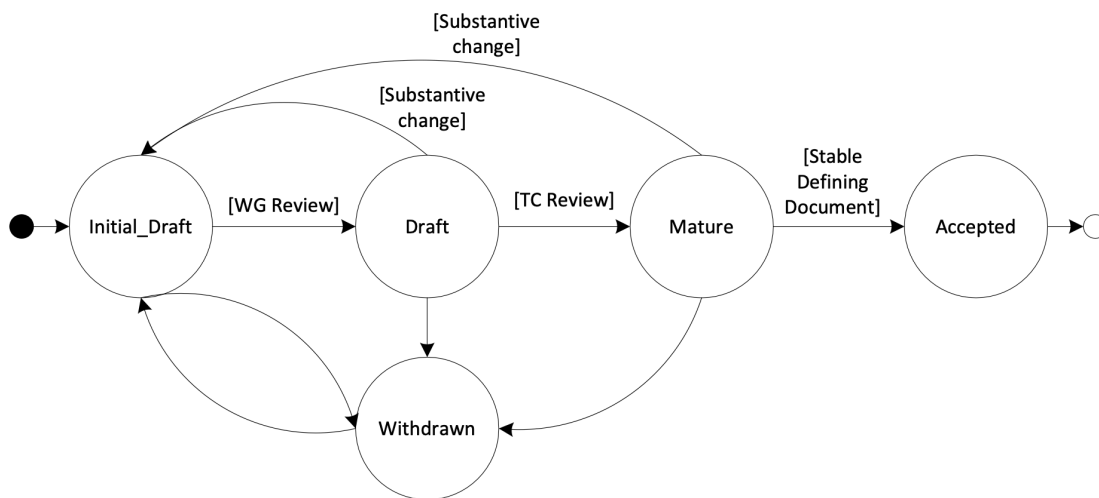


Figure 1 — [Submission Process \(informative\)](#).

The [Metadata Register Sub Group](#) shall make available to its parent Technology Committee all [Submissions](#) not incorporated in a [Release](#). The Standards Vice President may, at his or her discretion, make the latter available publicly.

8.2 Initiation

A [Submission](#) achieves "initial_draft" state upon submission by a Submitter to the [Metadata Register Sub Group](#).

The [Submission](#) shall meet the Acceptance Criteria specified in [Annex A](#).

NOTE — Submitters are encouraged to work with the chair of the [Metadata Register Sub Group](#) prior to initiating a [Submission](#) to ensure that it meets the Acceptance Criteria.

8.3 Initial_draft State

8.3.1 Actions

The [Submission](#) shall be offered for review to the [Metadata Register Sub Group](#).

The Submitter shall be responsible for addressing any deviation from the Acceptance Criteria noted by the [Metadata Register Sub Group](#), and submitting a revised [Submission](#).

NOTE — An "initial_draft" [Submission](#) is susceptible to significant substantive changes.

8.3.2 Transition to Draft state

The Submission shall transition to the "draft" state if:

- every UL defined by the Submission has been reserved such that it is not available to any other Submission; and
- the Metadata Register Sub Group has not determined, by consensus, that the Submission fails to meet the Acceptance Criteria.

8.3.3 Transition to Withdrawn state

The Submission shall transition to "withdrawn" if:

- requested by the Submitter; or
- the Submission has been abandoned, as determined by consensus of the Technology Committee of the Metadata Register Sub Group.

8.4 Draft State

8.4.1 Actions

The Submission shall be offered to the parent Technology Committee of the Metadata Register Sub Group for review.

NOTE 1 — A "draft" Submission remains susceptible to modifications following TC review.

NOTE 2 — The Technology Committee Chair determines the duration of the review, as needed to achieve the transition criteria of [8.4.2](#). This duration can be arbitrarily short if, for instance, the Submission was previously reviewed and changes are trivial.

8.4.2 Transition to mature State

The Submission shall transition to the "mature" state unless the parent Technology Committee of the Metadata Register Sub Group has determined, by consensus, that the Submission fails to meet the Acceptance Criteria.

NOTE — Members that wish to provide comments beyond those related to the Acceptance Criteria are encouraged to join the group responsible for the Submission.

8.4.3 Transition to initial_draft State

The Submission shall transition to "initial_draft" if any substantive modification is made to the Submission.

8.4.4 Transition to Withdrawn State

The Submission shall transition to "withdrawn" if:

- requested by the Submitter; or
- the Submission has been abandoned, as determined by consensus of the Technology Committee of the Metadata Register Sub Group.

8.5 Mature State

8.5.1 Transition to Accepted State

The Submission shall transition to the "accepted" state once the Defining Document of all Entry(ies) whose Defining Document is an Engineering Document or a Registered Disclosure Document, if any, has passed ST Audit and matches the contents of the Entry, exactly.

NOTE 1 — The "mature" state is provided if the Defining Document might undergo further modifications, but requires a stable Submission to proceed.

NOTE 2 — A "mature" Submission is modified if the Defining Document is modified.

A Submission that does not include Entry(ies) from a Defining Document that is an Engineering Document or a Registered Disclosure Document shall transition to the "accepted" state immediately.

8.5.2 Transition to Initial_Draft State

The Submission shall transition to "initial_draft" if any substantive modification is made to the Submission.

8.5.3 Transition to Withdrawn State

The Submission shall transition to "withdrawn" if:

- requested by the Submitter; or
- the Submission has been abandoned, as determined by consensus of the parent Technology Committee of the Metadata Register Sub Group.

8.6 Accepted State

Modifications shall not be made to the Submission.

8.7 Withdrawn State

8.7.1 Actions

All ULs defined by the Submission shall become available to other Submissions.

8.7.2 Transition to Initial_Draft State

The Submission may transition to "initial_draft" if requested by the Submitter.

Annex A

Acceptance Criteria (Normative)

A.1 General

Submissions defining Public-Use Entry(ies) shall meet the criteria of [Clause A.2](#) and [Clause A.5](#).

Submissions defining top-level Class 13 or Class 14 Nodes shall meet the criteria of [Clause A.2](#) and [Clause A.3](#).

Submissions defining SMPTE-Controlled Entry(ies) other than top-level Class 13 or Class 14 Nodes shall meet the criteria of [Clause A.2](#) and [Clause A.4](#).

A.2 Common Criteria

A.2.1 Contact Information

The Submission shall include contact information for the Submitter.

A.2.2 Submission File Name

A Submission should consist of a single zip file.

The filename of the zip file should conform to the following FILENAME syntax

```
FILENAME := TC "-" REG "-" TYPE "-" DESCRIPTION "-" DATE
TC := 1*(ALPHA / DIGIT)
TYPE := "DD" / "CORR" / "CLASS13" / "CLASS14" / "MISC"
DATE := YYYY "-" MM "-" DD
YYYY := 4DIGIT
MM := 2DIGIT
DD := 2DIGIT
```

The TC field is the short name of the parent TC of the Metadata Register Sub Group, e.g. 30MR.

The TYPE field shall be selected based on the nature of the Submission as specified in [Table A.1](#).

Table A.1 — Submission File Name Type Field.

TYPE	Type of <u>Submission</u>
DD	Addition of an <u>Entry</u>
CORR	Correction to an existing <u>Entry</u>
CLASS13	Class 13 <u>Node</u> Allocation
CLASS14	Class 14 <u>Node</u> Allocation
MISC	Other

NOTE — The MISC type is intended to be used if no other types fit, e.g. a Submission that both adds and corrects Entry(ies).

The DESCRIPTION field shall be selected based on the value of the TYPE field as specified in [Table A.2](#).

Table A.2 — Submission File Name Description Field.

TYPE	DESCRIPTION
DD	Concise description of item(s) being added (e.g. ST2067-1)
CORR	Concise description of item(s) being corrected (e.g. Groups-IsConcrete)
CLASS13	Description of Class13 <u>Node</u> owner and purpose of change (e.g. AVID-new-entries)
CLASS14	Description of Class14 <u>Node</u> owner and purpose of change (e.g. AVID-new-entries)
MISC	Other

The DATE field shall be the date when the Submission was initially submitted.

EXAMPLE 1

30MR-REG-DD-ST2067-01-2017-12-10.zip

EXAMPLE 2

30MR-REG-CLASS13-LOC-new-entries-2017-10-10.zip

A.2.3 Contents

A Submission shall consist of one or more documents, each containing Entry(ies) that belong to one Metadata Register.

Each XML document shall conform to one of the XML Schema definitions, which shall be determined by TC 30MR from time-to-time and published on the SMPTE Registration Authority website.

The filename of each document should conform to the following DOCNAME syntax:

```
DOCNAME := TC "-" REG-" TYPE "-" DESCRIPTION "-" REGISTER
REGISTER := "groups" / "elements" / "labels" / "types" / "essence"
```

where the TC, TYPE and DESCRIPTION fields shall match that of the Submission file name (A.2.2).

EXAMPLE

30MR-REG-DD-ST2067-01-groups.xml, 30MR-REG-CLASS14-XYZCorp-labels.xml

The filename of each document shall remain constant throughout the Submission process.

A.2.4 Unique UL

No UL added by the Submission shall be equal to any published or reserved UL.

This equality shall ignore the value of the version byte (byte 8).

A.2.5 Conformance with the Metadata Register Structure Document

Each Entry defined by the Submission shall conform to the corresponding Metadata Register Structure Document.

A.2.6 Consistency

Each Entry defined by the Submission should be consistent with other Entry(ies) within the same Node.

A.2.7 Single Controlling Organization

All Entry(ies) defined by the Submission shall belong to the same Controlling Organization.

A.2.8 Deletion

A Submission shall not result in an Entry being deleted.

NOTE — An Entry that is no longer appropriate is deprecated, i.e. its Deprecated field is set to "true".

A.3 Top-Level Class 13 or Class 14 Nodes

A.3.1 Submitter

The Submitter shall be the Director of Engineering.

A.3.2 Version Byte

The version byte (byte 8) of each new UI shall be Current Version Byte specified in [5.5](#).

A.4 SMPTE-Controlled Entry(ies)

A.4.1 Submitter

The Submitter shall be a member of the Standards Community.

A.4.2 Version Byte

The version byte (byte 8) of each new UI shall be Current Version Byte specified in [5.5](#).

A.4.3 Defining Document

A Defining Document shall be associated with each Entry.

The Defining Document shall be either:

- a SMPTE Engineering Document;
- a specification listed in [SMPTE AG 03](#); or
- a SMPTE Registered Disclosure Document (RDD).

The Defining Document shall define the semantics of each Entry.

If the Defining Document is a SMPTE Engineering Document or a SMPTE Registered Disclosure Document, the Defining Document shall in addition define the associated properties of each Entry.

The Submission shall include a copy of the Defining Document, or the portion thereof sufficient to unambiguously define the semantics of the Entry.

A.5 Criteria for Public-Use Entry(ies)

A.5.1 Submitter

The Submitter shall be the Controlling Organization of the Entry(ies) modified by the Submission.

A.5.2 Defining Document

A Defining Document should be associated with each Entry.

A.5.3 Version Byte

The version byte (byte 8) of each new UL added by the Submission is at the discretion of the Submitter.

Annex B Examples (Informative)

B.1 SMPTE Engineering Document as Defining Document

[Figure B.1](#) illustrates the Release process for an Entry whose Defining Document is a SMPTE Engineering Document.

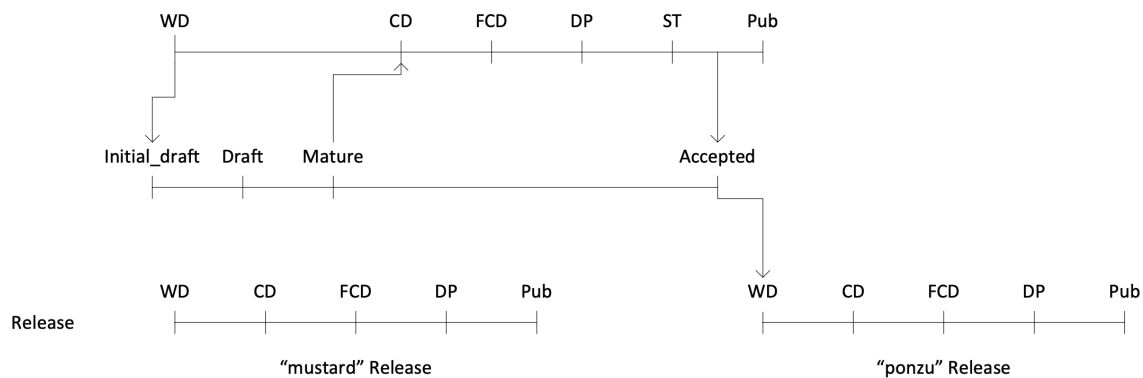


Figure B.1 — Sample Timeline: Entry whose Defining Document is a SMPTE Engineering Document.

B.2 SMPTE RDD as Defining Document

[Figure B.2](#) illustrates the Release process for an Entry whose Defining Document is a SMPTE RDD.

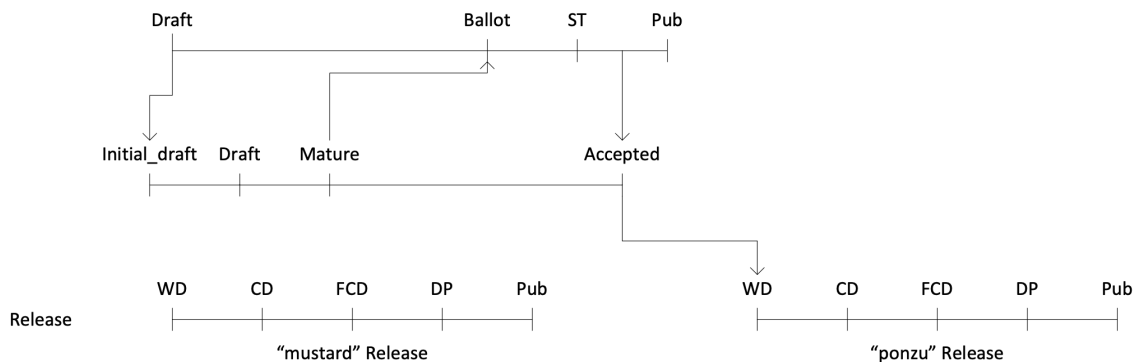


Figure B.2 — Sample Timeline: Entry whose Defining Document is a SMPTE RDD.

B.3 [SMPTE AG 03](#) Reference as Defining Document or Class 13/14 Top-Level Node Allocation

[Figure B.3](#) illustrates the Release process for an Entry whose Defining Document references a normative reference permitted in [SMPTE AG 03](#), or in the case of a Class 13/14 Top-Level Node Allocation (see [Annex C](#)).

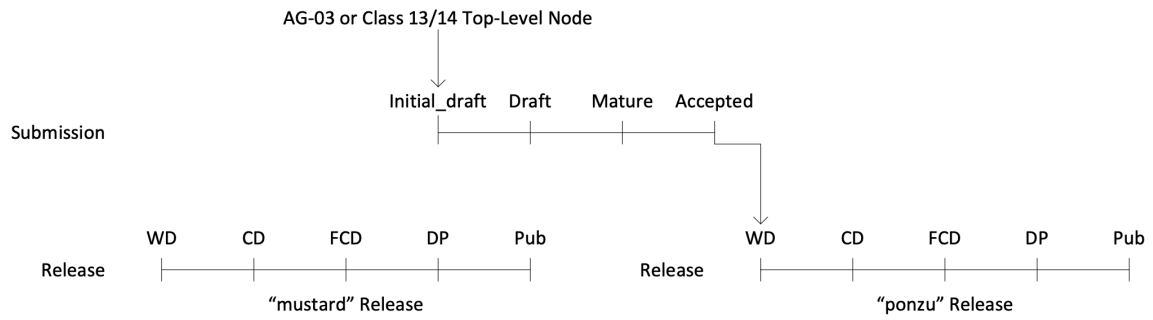


Figure B.3 — Sample Timeline: Entry whose Defining Document is a [SMPTE AG 03](#) or is a Class 13/14 Top-Level Node.

Annex C

Allocation and Transfer of Control of Public-Use Entry(ies) and Private-Use Entry(ies) (Normative)

C.1 Allocation

Any entity may request a top-level Class 13 or Class 14 Node from the Director of Engineering.

The request shall be in a form determined by the Director of Engineering and published on the SMPTE Registration Authority website, and may require a processing fee. The processing fee shall be determined from time-to-time by the Director of Engineering in consultation with the Standards Vice President and the Financial Vice President.

Upon receipt of the request and processing fee, the Director of Engineering shall initiate a Submission defining the Node being requested.

When the Submission achieves "draft" status, the entity becomes the Controlling Organization of all Entry(ies) within the Node, excluding the Node Entry itself, across all Metadata Register Structure Documents.

If the Submission is Withdrawn, the processing fee shall be returned to the requesting party.

C.2 Transfer of Control

The Controlling Organization of a Private-Use Entry or a Public-Use Entry may, at its sole discretion, transfer control of the Entry to SMPTE at perpetuity.

The document stipulating the transfer of control shall be in a form determined by the Director of Engineering.

Annex D

Private-Use Entry(ies) under SMPTE Control (Normative)

The SMPTE Registration Authority website shall include a list of [Private-Use Entry\(ies\)](#) whose control has been delegated to SMPTE.

NOTE — A [Private-Use Entry](#) Controlled by SMPTE undergoes the same [Submission](#) process as any other [SMPTE-Controlled Entry](#), and cannot be deleted and reused (see [A.2.8](#)).

Annex E

Public-Use Entry(ies) under SMPTE Control (Normative)

The SMPTE Registration Authority website shall include a list of Public-Use Entry(ies) whose control has been delegated to SMPTE.

NOTE — A Public-Use Entry Controlled by SMPTE undergoes the same Submission process as any other SMPTE-Controlled Entry, and cannot be deleted and reused (see [A.2.8](#)).

Bibliography

SMPTE AG 02, Document Naming and Packaging

url: <https://doc.smpte-doc.org/ag-02/main/>

SMPTE ST 335, Metadata Element Dictionary Structure

url: <https://pub.smpte.org/doc/st335/>

SMPTE ST 395, Metadata Groups Register

url: <http://pub.smpte.org/pub/st395/>

SMPTE ST 400, SMPTE Labels Structure

url: <https://pub.smpte.org/pub/st400/>

SMPTE ST 2003, Types Dictionary Structure

url: <https://pub.smpte.org/pub/st2003/>

SMPTE ST 2088, Essence Element Key Register Structure

url: <https://pub.smpte.org/pub/st2088/>