

## ADMINISTRATIVE GUIDELINE

# Overview Documents (OV)



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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](http://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.

# 1 Scope

This Administrative Guideline defines the Overview Document, including purpose, scope and processes for approval, maintenance and withdrawal.

# 2 Normative references

There are no normative references in this document.

# 3 Terms and definitions

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

## 3.1

### Overview Document

non-due-process document intended for inclusion in a suite of related Engineering Documents that share a common root number

Note 1 to entry: An Overview Document illustrates the purpose of the document suite and how its parts relate to each other and to other Engineering Documents; in other words, it is a roadmap to the document suite. Overview Documents are intended to be made freely available to the general public. They are informative and should be written in a style that is accessible to the average technical professional, including those whose native language is not US English and those who are not fully conversant with the terminology, heritage and practices of the motion imaging industries.

Note 2 to entry: An Overview Document should be included with each suite of documents that share a common root number. It may reference other documents that are related to the suite. Overview Documents shall not be created for the purpose of defining the relationships among a series of documents that do not share a common root number. The appropriate way to address this need is to draft an Engineering Guideline.

# 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 Identification

An Overview Document shall bear the type designator OV. It shall share the root number of the multipart document suite with which it is associated and shall have the part number 0; for example, OV 2112-0. The Part 0 designation shall not be used for any Engineering Document.

## 6 Normative content

Overview Documents are non-normative and shall be clearly labeled as such. Overview Documents are permitted to include quotations from Engineering Documents that contain normative provisions. Clarity is the paramount goal of an Overview Document; this overrides the concerns about use of compliance terminology that apply to Engineering Documents.

## 7 Preparation and maintenance

Overview Documents should be prepared by the editors of multipart engineering documents in cooperation with the responsible Technology Committee and subgroups. They shall be maintained by the Technology Committee Chair(s) and the editor(s) of the Overview Document.

An Overview Document should not contain forward-looking statements in regard to documents that are not ready for publication. When new Parts are added to a multipart set, or if any of the Parts of the set are revised, the Overview Document shall be revised at the same time.

## 8 Approval

Overview Documents shall be approved by the chair of the Technology Committee and the chairs of the subgroup(s) involved in their preparation and maintenance. They shall not require formal action by the TC or the Standards Committee.

## 9 Withdrawal

Overview Documents shall not be withdrawn unless and until all Engineering documents in the suite are withdrawn. Withdrawal shall follow the same process as approval.

## 10 Structure

As a general guideline, Overview Documents should use the following structure:

- a. an overview of the general application of the related engineering documents, in a language that can be understood by non-experts
- b. an overview of the scope of various related documents, with graphical representations, if appropriate
- c. an overview of the contextual relationships of various engineering documents in a single multipart document family (using a single document root number).

Overview Documents should follow the style of Engineering Documents, but may vary from the formal style if this will enhance clarity.