ONVIF
Operations Guidelines Document (OGD)

DOCUMENT CHANGE HISTORY:

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0.1	7-16-2021	Kevin Schader	Initial draft	Draft
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Operational Guideline Document

1. Overview

In order to operate in a consistent and predictable manner ONVIF needs to have a clear set of Operational Guidelines. This document outlines these guidelines for the benefit of members.

2. Document Scope

This Operational Guideline Document (OGD) for ONVIF defines the committees and their operations. This document does not cover all operational details of other activities not explicitly defined in the OGD. Each committee and working group within ONVIF will adopt these procedures and record their intent to comply with them.

This document is intended to provide information on general operational and organizational issues. Additional process and procedure documents may be necessary to define specific operational issues within the scopes of the committees and their working groups. While the OGD was designed with the Rules of Membership, Bylaws and Intellectual Property Policy in mind, those governing documents supersede all policies and guidelines. ONVIF reserves the right to modify or amend this document at any time without notice.

3. Governing Documents

- ONVIF Rules of Membership
- ONVIF Rules of Membership Appendix B
- ONVIF Articles of Incorporation
- Bylaws
- ONVIF Specification IPR Declarations

4. Questions?

Any questions about this document should be sent to Help@ONVIF.org.

Steering Committee

5. Abstract

This section describes the structure and processes of the ONVIF Steering Committee (SC).   If any item below conflicts with the Rules of Membership, Bylaws or the Intellectual Property Rights Policy of ONVIF, those documents will supersede this document on the conflicting point.

6. Introduction

The SC has responsibility for setting strategy and overseeing the day to day operations of ONVIF to advance the organization's mission.

7. Organizational Structure

The SC is comprised of elected by Full members as defined by the governing documents of the organization.

The SC organizes itself with a Chair which they elect amongst themselves. The Chair is assisted by the Executive Director. The Chair is responsible for communicating the decisions from the SC to other Committees as well as providing feedback from the other committees to the SC.

8. Meeting Rules of Order

- The SC meetings are meant to discuss the mission of the organization. Topics for inclusion on the SC agenda should be sent to the Executive Director five days prior to the scheduled meeting date as a courtesy. The SC Chair has discretion to establish the degree to which formal rules of order are to be observed utilizing *Robert's Rules of Order* as a guide in the conduct of meetings.

Minutes are be kept at all meetings with action items and motions clearly documented. Such minutes are be distributed to the SC after each meeting.

9. Voting Rights

- Defined in Section 3.2.5 of the ONVIF Rules of Membership.

10.   Confidentiality

- All SC meetings and discussions are confidential.
- ONVIF presentation template: 'ONVIF Confidential' statement

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Communication Committee

Charter & Operational Guidelines

11.   Abstract

This document describes the structure and processes of the ONVIF Communication Committee (CC).   If any item below conflicts with the Bylaws or the Intellectual Property Rights Policy of ONVIF, those documents will supersede this document on the conflicting point.

12.   Introduction

The CC plays a critical role in educating ONVIF members and the public about ONVIF standardized interfaces for interoperability of IP-based physical security products.   All marketing and communication activities for ONVIF are organized, coordinated, anticipated and implemented by the CC and the CC interfaces with other committees and working groups as required to meet the organization's mission and objectives while also implementing Steering Committee directives. The CC may organize on-going working groups or limited duration task forces as needed. The CC reports on ONVIF marketing efforts and raises major decisions to the Steering Committee.

13.   Communication Committee – Repository

- Meeting materials (e.g., meeting minutes, F2F presentations)
- Communication tools (e.g., Logo guidelines, press release template, templates for PPT and Word documents)

14.   Duties & Responsibilities

14.1.   ONVIF Communication Committee Duties

- Defined in Section 3.6.1 of the ONVIF Rules of Membership. The Communication Committee shall organize its work in accordance with the instructions from the Steering Committee and govern and administer planning of promotional activities of ONVIF through events such as trade shows, press announcements and the ONVIF website, and preparation of exhibitions and promotional materials thereto.
- The Communication Committee shall initially set up various digital platforms such as the website as a communication channel with members, and to the extent applicable external parties.
- The Communication Committee shall appoint one (1) PR spokesperson for ONVIF.
- The chairman shall act as a spokesperson for the Communication Committee.

14.2.   ONVIF Communication Committee Responsibilities

- Conducting communication activities to support member and public awareness of the organization's mission and activities
- Positioning ONVIF as the organization defining the best standards for interoperability of IP-based physical security products
- Building and protecting the ONVIF brand equity
- Collaborating with other ONVIF committees and working groups

15.   Working Group Participation

15.1.   Expected Lifetime of Communication Committee

- The CC responsibilities are likely to be ongoing for the life of the organization. As new technologies and industry standards arrive or market needs evolve, the CC will need to communicate with members and the public to help ONVIF achieve its mission.

15.2.   Communication Committee: Working Group Participation

- Only Full and Contributing members may participate in any Communication Committee Working Groups with the exception of the Use Case WG which is open to others by invitation. Members will be invited to participate in working group(s) and members may join an existing working group at any time.   Each working group will create a charter and follow the same operational procedures followed by the Communication Committee. A Chair and Vice-chair should be appointed for each working group (chair and vice chair positions may be filled by any member participating in the working group or could be a member from the Communication Committee.

15.3.   Meeting Rules of Order

- The CC meetings are meant to provide a free and open environment in which communications and marketing projects and issues are identified and discussed to meet the CC's chartered deliverable output requirements. Meeting order is based on common courtesy. The CC Chair has discretion to establish the degree to which formal rules of order are to be observed utilizing *Robert's Rules of Order* as a guide in the conduct of meetings.
- Minutes shall be kept at all meetings with action items and motions clearly documented. Such minutes shall be distributed to the CC and Full Members and Contributing Members (as applicable) and stored on an ONVIF server.

15.4.   Voting Rights

- Defined in Section 3.1.2 of the ONVIF Rules of Membership.

15.5. Representations of Communication Committee

- Defined in Section 3.3.1 of the [ONVIF Rules of Membership](#).

15.6. Committee Election and Chairmanship

- Defined in Section 3.3.3 of the [ONVIF Rules of Membership](#).

16. Ownership of Assets

The CC will oversee and ensure that ONVIF has full rights over the organization's written content, graphics, artwork, videos, social media accounts and any other output as a result of marketing and communication activities.

16.1. Approval Process

- All communications materials and marketing assets will follow an approval process designated and agreed upon by the CC. Approval processes may vary depending on the type of communication and could include, but is not limited to, press releases, newsletters, website copy/content graphics/artwork, blog posts, process documents, internal/external communications and messaging.

16.2. Mailing Lists

- All CC members have access to the official email list cc@developer.onvif.org where all official communication outside of meetings is conducted. Additionally, all CC members can have access to any email lists set up by CC working groups.

17. Confidentiality

- No special CC rules or conditions, nor identified special needs.
- ONVIF presentation template: 'ONVIF Confidential' statement

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Technical Committee

18. Abstract

This section points to relevant information regarding the structure and processes of the ONVIF Technical Committee (TC).

19. Introduction

The role of the Technical Committee is defined by the ONVIF Rules of Membership:
The Technical Committee shall organize its work in accordance with the instructions from the Steering Committee, and in areas where needed to form technical work groups, and set the frames for future development of the Network Interface Specifications, which the Technical Committee shall govern and administer.

20. Organizational Structure

As defined by the ONVIF Rules of Membership the technical committee manages the specification development. The development itself takes place in the working groups as well in the public domain on github.

21. Relevant Operational Guidelines

The overall responsibilities are defined in section 3.4 of the ONVIF Rules of Membership.

For handling of IPR see sections 4, 5.5 and 5.6 of the ONVIF Rules of Membership.

Specification development guidelines are available at
▪ Github.com/onvif/specs/

22. Technical Committee – Homepage

Meeting minutes are kept on the TC wush wiki page.
▪ www.wush.net/trac/onvif

All discussion and actions of specification maintenance is publicly available at
github.com/onvif/specs

23. Working Group General Procedures

Beside the general sections of the ONVIF Rules of Membership section 3.1.2 defines how ONVIF working group meetings have to take place.
For development of specifications see also the specification development guidelines available at

github.com/onvif/specs.

24.   Working Group Homepage

Working group meeting minutes and charters can be found at www.wush.net/trac/onvif.

The following working groups are currently established:

- Core WG
- Video Enhancement WG
- PACS WG

25.   Voting and Voting Rights

The eligibility depending on membership level and occasions are defined in the ONVIF Rules of Membership section 3.1.2, 3.4, 5.5 and 5.6.

Technical Services Committee

26.   Abstract

This document describes the structure and processes of the ONVIF Technical Services Committee (TSC).   If any item below conflicts with the Bylaws or the Intellectual Property Rights Policy of ONVIF, those documents will supersede this document on the conflicting point.

27.   Introduction

The TSC has responsibility for developing, maintaining, and implementing the process rules in the advancement of ONVIF's Mission. That mission is developed by the Steering Committee and all members of the organization.

28.   Organizational Structure

The TSC is comprised of appointed and elected members that support various working groups to support the ONVIF cause.

The TSC organizes itself with a Chair which they elect amongst themselves. A Vice-Chair position is then appointed by the Chair. These leaders are responsible for communicating the decisions requested from the TSC by others (ONVIF members, other committees, contractors, and working groups) as well as communicating messages and requests to these same entities.

The TSC is responsible for developing and maintaining the process rules used within ONVIF for developing deliverable solutions to the market.
The rules referenced in this section are documents such as

- **Profile Policy**
- **Conformance Policy**

Implementation of these process rules is completed through Working Groups OR Task Forces that address specific topics. These groups can be organized and disbanded based upon the requirements of the ONVIF mission.

29.   Meeting Rules of Order

- The TSC meetings are meant to provide a free and open environment in which activities are discussed to meet the TSC charter. Meeting order is based on common courtesy. The TSC Chair has discretion to establish the degree to which formal rules of order are to be observed utilizing *Robert's Rules of Order* as a guide in the conduct of meetings.
- Minutes shall be kept at all meetings with action items and motions clearly documented. Such minutes shall be distributed to the TSC and minutes can be found on Wush (https://wush.net/trac/onvif/wiki/WG_TSC).

30.   TSC Meeting Guidelines

The TSC holds meetings to achieve its mission. These occur every other week.

- These meetings are phone conferences to discuss specific issues that require attention as determined by the working group.
- In addition to the phone meetings, the TSC will hold necessary discussion at regular face-to-face meetings (four time the year)
- *Robert's Rules of Order* shall be used to conduct meetings
- The chair or an appointed secretary will record minutes of each meeting and post those to the ONVIF working group web page.
- The ONVIF website for the TSC will contain the following
  - o   Working group Charter
  - o   Terms of Reference
  - o   Meeting minutes
  - o   Other documents as needed to be shared among members

The latest version of the TSC Terms of Reference document is posted on Wush at (https://wush.net/trac/onvif/attachment/wiki/WG_TSC/). This document maintains the details of the TSC and is reviewed with each newly elected group at the beginning of its term. Adjustments are made dependent upon the current working climate. It contains details on the following topics:

- Vision
- Mission
- Objectives
- Committee rules
- Reference
- Committee members

Each working group that is part of the TSC has a similar document to work from.

31.   Technical Services Committee – Webpages

The TSC maintains records of meetings and decisions on a website within the ONVIF system.

- TSC WushNet homepage (https://wush.net/trac/onvif/wiki/WG_TSC)
- Draft agendas, minutes of meetings, reference to meeting materials, tickets

The TSC monitors the GitHub Test Specification Discussion Page

32.   Working Group General Procedures

Each Working Group is developed for specific reasons. Common groups include working on new or existing profiles, test tools or task forces.

- All full or contributing members can join the WGs
- The number of participants is not limited in the WGs
- For Profile working groups, a chair is chosen by the TSC based upon the Full or

Contributing Members that submitted a profile proposal.

- Meetings shall be held as required and determined by the working group but no less than monthly.
- For decisions, the Rules of Membership require a 2/3 qualified majority
- Working group chairs join monthly TSC & TSWG chairs web meeting for updates, coordination among TSWGs and decisions by TSC. They also participate in a synchronization meeting at face-to-face events.
- Minutes from meetings must be stored in the related Working group on the WushNet homepage: (http://wush.net/trac/onvif/wiki/)

33. Working Group Charters

A list of active working groups may be found on the WushNet homepage. A working group may be developed for several reasons that include the following:

33.1. Profile Development

Working groups for profiles exists during the creation of the Profile and are disbanded half a year after release or as deemed suitable by TSC. Profile specification development done by the members of a respective TSWG based on service specifications developed by working groups of TC.

33.2. Test Tool Maintenance and Development

These working groups are continuous as code changes and testing methods improve. This group is responsible for updating the Device Test Tool and Client Test Tool to meet the needs of the ONVIF mission.

33.3. Task Force

These groups address specific opportunities and problems that have been identified

33.4. Developers Plugfest

The working group is responsible for organizing events twice each year (unless otherwise changed) for ONVIF members to participate in individual ONVIF technical interoperability

34. Working Group Meeting Guidelines

Each working group will need to hold meetings to achieve the charter set for them (mostly biweekly).

- These meetings are phone conferences to discuss specific issues that require attention as determined by the working group.
- In addition to the phone meetings, the working groups will hold necessary discussion at regular face-to-face meetings (four times per year)
- *Robert's Rules of Order* shall be used to conduct meetings
- The chair or an appointed secretary will record minutes of each meeting and post those

to the ONVIF working group web page.

- The ONVIF website for the working group will contain the following
  - o Working group Charter
  - o Terms of Reference
  - o Meeting minutes
  - o For Profile WGs, any commitment by member organizations to develop products to meet profile features
  - o Other documents as needed to be shared among members

35.   TSC Voting and Voting Rights

- Full and Contributing members are eligible to be a part of the Technical Services Committee.
- Voting for committee members occurs on an annual basis as set by the Steering Committee.
- The number of positions on the Technical Services Committee is determined by the Steering Committee per election cycle
- Full and Contributing member companies are allowed one vote for Technical Services Committee members.
- Affiliate organizations do not get a separate vote from the Full or Contributing organization if both are participating in the same working group.
- In the case a vote is requested by a TSC committee member regarding decisions within the working group, a 2/3 majority rule will be applied.   Quorum of voting requires attendance from a majority of the members qualified in the applicable committee.
- A chairman should be appointed by majority vote within the TSC at the first committee meeting following the annual meeting.   The chairman shall appoint a person to serve as the vice chairman.

36.   Document Identification / Format Guidelines

36.1.   Document location and structure

TSC keeps a repository of all documents within its ownership in Subversion (SVN) located in the working group platform (http://www.wush.net/svn/onvif/TSC). Usage of SVN ensures adequate revision handling of the documents. In addition to the revision handling provided by SVN, a repository of released documents and their versions should be kept.

36.2.   SVN Structure for Public Documents

The following structure shall be observed for all public documents. Public documents mean documents made available to an audience outside of TSC and can be located in the working group platform (Wush), Developers forum or www.onvif.org.

Figure 1: Folder structure

- In "branches" folder, all publicized revisions of the document shall be kept according to the file naming rules in section 10.c.
- In "trunk" folder, the latest working draft of the document shall be kept.

36.2.1. File naming rules

The following rules should apply for all new document revisions/publications:

- For public documents, file name prefix shall be "ONVIF-" or "ONVIF-TSC" as appropriate.
- Space between words in file names should use hyphens (-).
- Revisions should be denoted as v[x]-[y], where [x] represents a major change and [y] minor change (e.g. v1-2).

36.2.2. Public documents under TSC control

- Profile Policy
- Profile Specification
- Conformance Process Specification
- Interface Guide Specification
- Profile Feature Overview
- Test Specification

37. ONVIF Profiles

37.1. ONVIF Profile Policy

https://www.onvif.org/profiles

- Process and conditions for a profile development and final release.
- Conditions and process for a profile modification and depreciation.
- Maintenance responsibility: TSC

37.2. ONVIF Profile Specification development

- Profile specification development done by the members of a respective TSWG based on service specifications developed by working groups of TC.
- Profile WGs chairs join monthly TSC and TSWG chairs web meeting for updates, coordination among TSWGs and decisions by TSC.

# 38.	ONVIF Conformance Process Specification

ONVIF conformance means that the requirements stated in the claimed ONVIF Profiles Specifications documents are fulfilled according to the defined requirement levels. Detailed information and a copy of the latest process specification may be found at:

- (https://www.onvif.org/profiles/conformance)
- (https://www.onvif.org/member-portal)

# 39.	ONVIF Test Tools and Test Specifications

## 39.1.	ONVIF Test Tool Manager

- Service agreement-based role, managed by TSC. Review and confirmation of monthly invoice including related report by TSC chair and ONVIF Executive Director.
- Service agreement duration usually 2 years.

## 39.2.	ONVIF Test Tool and Test Specification Development

- ONVIF Test tools and Test Specifications are backbone of the conformance process
- Test Specification: defines the list of tests that a ONVIF Device or Client needs to satisfy to be conformant to a profile, test specifications are developed as part of the profile workgroup.
- The Profile Specification document found at (https://www.onvif.org/wp-content/uploads/2016/12/ONVIF_Profile_Policy_v2-0.pdf captures detailed procedure followed for the test specification modifications.
- Test Tools: are used for the conformance check to validate Device or Client against the Profile test specification. Test Tools are intended to be used by the Onvif Member companies, below are the two test tools ONVIF develops for this purpose
- Device Test Tool: used for verifying the conformance of ONVIF Devices, updates to these tools are done as part of the "Device Test Tool Work Group". Latest version of the tool and known Errata are published at (https://developer.onvif.org/forumdisplay.php?24-Device-Test-Tool)
- Client Test Tool: used for verifying the conformance of ONVIF Clients, updates to these tools are done as part of the "Client Test Tool Work Group". Latest version of the tool and known Errata are published at (https://developer.onvif.org/forumdisplay.php?65-Client-Test-Tool)
- Detailed Process for the test tool development is described at (https://wush.net/trac/onvif/browser/TSC/Process_Improvement/ONVIF_TT_Task_Process_List_1.0.docx)
- Half-year project based development managed by ONVIF Test Tool Manager together with the chairs of TSWG DT (Device Testing) and TSWG CT (Client Testing).
- Development outsourced to vendor based on an RFQs compiled by ONVIF Test Tool Manager based on input from Testing WGs and active Profile WGs. RFQs get TSWG confirmation first followed by TSC approval. (usually for 2 subsequent projects spanning 1 year and 2 releases of either the DTT or CTT and related test specifications)

- Vendors are selected based on their offers responding to the RFQ: Review and suggestion by Test Tool Manager, TSWG members and chairs, TSC members. Final decision by TSC. Contracting by ONVIF Executive Director.
- Operational vendor management by ONVIF Test Tool Manager.
- TSWG members and chairs together with the ONVIF Test Tool Manager review and confirm final project deliverables and declare projects as closed to the TSC and the vendor.
- Review of vendor invoices by Test Tool Manager and Testing WG chairs, confirmation by TSC (chair) and payment management by ONVIF office.
- Testing WGs chairs and Test Tool Manager join monthly TSC and TSWG chairs web meeting for updates, coordination among TSWGs and decisions by TSC.

39.3.   Test tool and test specification release approval

- Releases provisionally scheduled for end-December/early January and end-June and are usually the final deliverable of a respective project.
- Releases of Device Test Tool version and Client Test Tool version confirmed by TSWG DT and TSWG CT respectively and executed by ONVIF Test Tool Manager.

39.4.   ONVIF Test Tool EULAs

Use of the CTT and DTT software is subject to a licensing agreement provided when the software is installed.

40.   Confidentiality

- No special TSC rules or conditions, nor identified special needs beyond those defined by the ONVIF RoM.
- Access rights to wush and Forum according to ONVIF RoM.
- Working group self-registration on the ONVIF Forum.
- ONVIF presentation template: 'ONVIF Confidential' statement

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- ONVIF Specification template: Copyright and liability statement on page 2.