



**CABA**  
Information Council

## Terms of Reference – Updated November 2018

1. The primary objective of the CABA Information Council (CIC) is to help further the organization's mission, which is: "CABA is the authoritative knowledge-based forum advancing the application and integration of automation in the residential and commercial building industry."
2. The CIC more specifically has a mandate to review industry research reports, case studies, white papers and technical papers for inclusion in the CABA Research Library. This effort helps enlarge the world's largest collection of "connected homes and intelligent buildings" research and information.
3. The Council will comprised people who are active in the home and/or building automation industry.
4. CIC members will have the opportunity to provide reviews and an evaluation template (referred to as a Reviewer Checklist) is available on the CIC web page and must be used for all reviews. Each review submitted will be worth twenty-five (25) "CABA Bucks". The CIC members can utilize "CABA Bucks" to purchase CABA research, memberships, CABA event registrations, etc. As a general principle, CIC members can select, from a master list of document, a maximum of two (2) papers. These will be forwarded quickly from the CABA office. New documents will only be forwarded once the reviews are completed.
5. Once completed, each review will be submitted to the CABA office and cc to the CIC Chairman. If the reviewer has approved the document, it will be quickly posted to the CABA Research Library. If after three (3) months the review is not completed the document will be made available to other CIC members to select and review. Once a paper has been approved or rejected, it will be removed from the master list of documents requiring a review.
6. All CIC members are encouraged to submit reports they find on their own, they do not need to select reports from the master list. These reports must have a publication date within the past twelve (12) months and not already be in the CABA Research Library.

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7. CIC members must commit to undertake a minimum of five (5) reviews annually. If they fail to meet this requirement they will be given six (6) additional months to do so, if the five (5) reviews are still not completed they will be removed from the CIC. In addition, their name will be removed from the list of CIC members that will be posted in the CABA web site.
8. Participating CIC members will be acknowledged in the CABA NewsBrief, CABA Group in LinkedIn and in CABA's iHomes and Buildings magazine for their contribution to CABA.
9. Research reports, case studies, white papers and technical papers can be submitted by anyone in the industry for review, including CIC members.
10. The Council members will select a Chairman and Vice-Chairman for a period of two (2) years, which can be renewed.
11. The CIC will be involved in providing feedback and input on the CABA Information and Knowledge Center.
12. The Council will receive support from the CABA Secretariat, in particular from the CABA Research Director.
13. There will be a minimum of two (2) meetings by conference call, unless otherwise called by the CIC Chairman.

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