

Publication Review Committee

Terms of Reference – Updated September 2021

1. The CABA Publication Review Committee works to further the association’s mission, which is to foster “informed thought leadership and collaboration within intelligent built environments to deliver a more livable, sustainable and efficient connected world.”
2. The CABA Publication Review Committee has a mandate to review industry research reports, case studies, white papers and technical papers for inclusion in the CABA Research Library. These contributions help continue to grow the world’s largest collection of “connected homes and intelligent buildings” research and information.
3. The Committee will comprise people who are active in the intelligent building and/or connected home sector(s).
4. Committee members will have the opportunity to provide reviews using the evaluation template (“Reviewer Checklist”) provided on the CABA web page. Each review submitted will be worth twenty-five (25) “CABA Bucks”. The Committee members can utilize “CABA Bucks” to purchase CABA research, memberships, CABA event registrations, etc. As a general principle, Committee members can select, from a master list of documents, a maximum of two (2) papers. New reports may be requested once the reviews are completed.
5. Reviews are to be submitted to the CABA office. If the reviewer has approved the document, it will be posted to the CABA Research Library. If the review for a given report remains outstanding after (3) months, that report will be made available to other Committee members to select and review. Once a paper has been approved or rejected, it will be removed from the master list of documents requiring reviews.
6. All Committee 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. Committee members must commit to reviewing five (5) reports annually. Should they miss this requirement, they will be given six (6) additional months to do so. If the five (5) reviews have still not been completed at that point, they may be removed from the Committee. In addition, the reviewer's name will be removed from the posted list of Committee members.
8. Research reports, case studies, white papers and technical papers can be submitted by anyone in the industry for review, including Committee members.
9. The Committee members will select a Chairman and Vice-Chairman for a period of two (2) years, which can be renewed.
10. The Committee will be involved in providing feedback and input on the CABA Information and Knowledge Center.
11. The Committee will receive support from the CABA Secretariat, in particular from CABA's Senior Director, Research Operations.
12. There will be a minimum of two (2) meetings annually via either Teams or Zoom, unless otherwise called by the Committee Chairman.

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