

1. Case Study Currency

1.1 Purpose

To provide guidance for National Road Safety Partnership Program (NRSPP) staff on the management and updating NRSPP Case Studies.

1.2 Scope

Applies to all case studies produced by the NRSPP.

1.3 Policy

To ensure all NRSPP case studies remain relevant and continue to accurately represent the organisations they feature, the following steps must be undertaken:

- a. Every six months the principal organisational contact who helped develop the case study needs to be contacted to confirm that it is still current, relevant and is there any issues NRSPP should be aware of surrounding the focus of the case study. This needs to be documented along with the outcome.
- b. Formally update the case study every two years.
- c. Ensure the case study that appears on the web site is date stamped on the cover page with both the original date it was published and the date of its most recent update.
- d. Ensure the organisation's principal point of contact details remain current and that the organisation is still willing to be featured by the program.
- e. If the case study relates to a corporate social program which is subsequently discontinued it may, with the company's approval, remain on the NRSPP website with a note emphasizing it is no longer active, with the reasons for discontinuation (if provided) documented.