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Steering Group Meeting, 8 July 2025

The PST4YOUTH Steering Group met on 8 July 2025 to review progress and align the consortium on upcoming milestones. Representatives from transfer e.V., No Excuse Slovenia, and Hochschule für Gesundheit Bochum participated, while colleagues from FISABIO and the Media Education Centre were excused.

The group confirmed that WP1 documentation from the kick-off meeting is nearly complete and agreed to prepare unified reporting templates. A key decision was made to extend the overall project timeline to 30 November 2026, allowing the consortium to link the final multiplier event with a major conference planned for November. Activity 3.2 will run until the end of the project, while 3.3 remains unchanged.

Under WP2, partners scheduled review dates:

- Adaptation Guide Review (M1): mid-August
- Adaptation Guide Matrix Review (M2): 2 September
- Tool Application Handbook Review (M3): November
- Pilot Kick-off Meeting (M4): January 2026

For WP3, the youth organizations' kick-off meeting will take place in the first week of September, followed by digital updates in November, January, March, and May. Train-of-Trainer preparation is planned for early June 2026, with the ToT delivered between 8 and 12 June. The final evaluation meeting in Valencia is planned for October 2026.

In WP4, partners discussed website content flow and identified areas where transfer e.V. may provide additional support.

The WP5 update focused on ethics approval and upcoming interviews with partners. Hochschule Bochum plans to add an additional team member to support country reports and ethics coordination.

The meeting concluded with a consolidated timeline of consortium meetings from September 2025 to November 2026, including merged sessions, digital updates, interim reporting, ToT preparation, multiplier-event coordination, and the final evaluation meeting in Valencia. The consortium also noted participation in the European Public Health Conference in Bilbao (10–13 November 2026).

The Steering Group reaffirmed its commitment to coordinated delivery and strong cross-sector collaboration as PST4YOUTH moves into its next implementation phase.





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Setting the Standard: Partners Align on Translation Quality and Next Steps

Clear Guidance for High-Quality Translation

Partners met on 20 August 2025 to review the Tool Adaptation Guide and agree on a shared approach for translating and adapting the PST4Youth tool across all countries. Fisabio presented the updated guide.

A key decision: each country should work with at least two translators — one for the initial translation and another for the back translation. While professional translators are recommended, they are not mandatory, and countries may rely on experienced staff. Serbia confirmed that its public health institute will finance its translation work.

Towards a Standardized Procedure

To ensure consistency across countries, partners agreed to create a standardized document where each team will describe how their translation process was carried out. This will support future scientific publications and strengthen methodological transparency.

AI translation may be used only with human revision, especially because cultural context varies widely. The group agreed that back translation must be human checked to avoid losing meaning.

Expert & Youth Reviews

The meeting confirmed that expert reviews can be conducted digitally, allowing broader participation. However, youth reviews should ideally take place in person, ensuring better engagement and clearer feedback.

Next Steps

Partners will continue coordinating directly with Fisabio as they refine the adaptation guide and prepare the next version. The shared goal: a clear, consistent, and culturally sensitive translation process across all PST4Youth countries.





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October Momentum Steering Group Sharpens Coordination and Prepares Key Deliverables

Smooth Reporting & Payments

Most interim reports are already in, and second payments are being processed. transfer e.V.'s consolidated summary is proving useful for both the interim and final reports. Key updates continue to be shared through email and MS Teams, and a new Miro board will visualize work-package progress and final outputs.

Coordination & Sharing Materials

A new meeting on 16 October (M3 of Act 2.2) will be added to the Outlook calendar. Associated partners from Scotland asked whether the adaptation guide can be shared more widely. Before doing so, partners will add logos and include links to the Scottish tool, and transfer e.V. will request formal permission.

WP2: Tool & Handbook Development

The WP2 meeting is set for 16 October, 9:00–11:00. A draft handbook will be circulated soon. A design meeting with Media Education Centre will be arranged to align the tool and handbook visuals. Fisabio will prepare a short report summarizing the adaptation process, translations, and review steps.

WP3: Training & Final Event

No major updates — partners are progressing well. For the final event in Spain, two possible weeks are being considered due to public holidays:

- Week of 19 October, or
- Week of 26 October transfer e.V. will check partner availability.

WP5: Scientific Evaluation

The team is preparing to submit interview applications to the ethics committee, marking the next step in WP5.





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Design Moves Forward Clear Decisions and Next Steps of the 17 October Meeting

Tool Development: Structure Confirmed

The team reviewed the translation matrix in Excel, which contains all text elements needed for the tool. Everyone agreed it is sufficient for design work, with only visual elements still to be added. The tool will feature a color-based scale (no emojis) and a newly designed wheel, rather than copying the Scottish version.

The Media Education Centre will deliver the first English design template by 20 October.

To manage updates after the pilot phase, partners agreed to continue working in the Excel file, adding a new “final version” column. Two rounds of changes are planned:

- First version: December
- Final version: end of April



Handbook: Text and Translation Workflow

Fisabio will provide the final English text of the handbook. Media Education Centre will prepare an Excel translation template to streamline multilingual work.

Next Design Review

The group will meet again on Wednesday, 22 October, at 9:00 to review the first design template together.





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Young Voices Shape the Tool December Coordination Call Accelerates PST4Youth Refinements

The December coordination call brought fresh momentum to the PST4Youth project as partners focused on integrating real youth feedback, finalising translations, and strengthening cross-country engagement.

Fisabio opened the meeting with an update on the ongoing refinement of the tool, explaining that the team is actively adjusting several internal elements based on direct input from young participants. Their suggestions, preferences, and critiques are now being woven into the next version to ensure the tool becomes more intuitive, accessible, and genuinely aligned with how young people think about their environments.

The group then reviewed the timeline for upcoming tasks. Although there was initial hesitation about whether deadlines should shift due to the holiday period, partners agreed to keep the original schedule, confirming that all translations will be completed by the end of December.

NoExcuse guided the team through the shared document on Teams. The consortium discussed challenges and opportunities of involving young people in the project beyond the national spheres of youth reviews, pilot processes and local actions. to a greater.

Later, the external design team ADO from Slovenia joined the call to present the youth-oriented version of the tool. For many partners, this was the first opportunity to see the booklet and its visual design. Their walkthrough offered valuable insight into how the tool has been adapted for younger audiences and sparked discussion on potential improvements and next steps.

Overall, the December call underscored a shared commitment: keep young people at the centre of PST4Youth, ensure their voices guide the tool's evolution, and maintain coordinated progress across the consortium as the project moves into its next phase.





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Pilot Phase Picks Up Speed Youth Insights Drive Final Adjustments

Where We Stand: Translation & Adaptation

Partners reviewed the status of Activity 2.1, confirming that all countries should upload their key documents — translation matrix, adaptation matrix (in English), additional info, handbook, and colophon — to Teams by 21 January. The design team is preparing the layout for the final versions, with feedback still pending. Minor handbook edits are expected, and final adjustments will follow the pilot phase.

Youth Feedback: Clear, Honest, and Helpful

Young participants across countries shared valuable insights:

- Documents felt too long, prompting shorter versions.
- The term “place” proved difficult to translate and required cultural adaptation.
- Some countries shifted the scoring scale (e.g., from 1–7 to 1–10 or 1–5).
- Youth appreciated being involved, though age differences affected comprehension.
- Some still asked, “What does the tool lead to?” and “Why isn’t it an app?” — highlighting the need for clearer context.

Evaluation Updates (WP5)

The evaluation team is finalising the questionnaire and fact sheet, soon to be uploaded. Ethics approval has been received, and expert interviews will begin shortly.

Next Steps: Pilot Phase & Training

The second part of the meeting focused on the upcoming pilot phase (Act. 2.2). Although slightly behind schedule, partners agreed there is enough time for pilots and final adaptation rounds.

The Digital Training of Trainers (Act. 3.3) for external youth workers is planned for early June, by which time the tool and handbook must be finalised.

Reporting & Administration

- Partner deadline for the Interim/Midterm Report: 15 February
- Official submission to the National Agency: end of February
- Next payment expected: March
- Clarification meeting: 10 February





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Pilots in Motion: Youth Organizations Shape the PST4Youth Rollout

Pilot Phase Planning Across Countries

Partners met on 10 March 2026 to coordinate Activity 2.2 (Pilot Phase) and Activity 3.2 (Peer Review). All youth organisations were present except excused partner from Italy, and HS Bochum joined later for the Steering Group segment.

The group reviewed confirmed pilot dates and formats, including the Riga Resilience Centre's upcoming 19–20 March pilot for 13–17-year-olds. Their plan combines a neighborhood walk on the first day with PST testing on the second, dividing the tool's 14 themes among participants to reduce cognitive load before the full group discussion.

National Approaches & Early Lessons

Countries shared their pilot strategies, for example:

- Serbia launched three weeks of activities across Šabac, Novi Sad, and Roma communities, combining introductory presentations with moderated sessions and collecting feedback from youth, facilitators, and external observers.
- Slovenia ran a one-day workshop through the WHO Healthy Schools network.
- Spain organised age-specific sessions to improve comprehension and engagement.

Common challenges emerged: recruiting vulnerable youth, keeping attention during long questionnaires, and managing overlapping themes. Many groups split the tool across multiple meetings or used flexible facilitation.

A practical recommendation: start with verbal labels for the scoring scale (1–7) before introducing numbers and use spider diagrams and one-page worksheets to visualise results.

Next Steps & Coordination

The meeting confirmed that, despite minor delays, there is sufficient time to complete pilot phases and final adaptation rounds. The Digital Training of Trainers (Act. 3.3) for external youth workers remains scheduled for early June, requiring the tool and handbook to be finalised beforehand.

Partners will reconvene for further coordination as pilots progress and peer-review activities unfold.

