

Youth Working Group Guidelines

Vape Free West Project

1. Purpose of the group

- The Vape Free West Youth Working Group (YWG) is a group of young people who will help create ideas and messages to prevent or reduce vaping among young people in their communities (Arabic, Chin, Burmese and Karen-speaking backgrounds) across the western region of Melbourne.
- The group will meet 8 to 10 times from June to September to make social media content, such as videos, posters or posts that connect with their culture and speak to other young people like them.
- There will be time in each meeting for the four cultural groups to have smaller conversations. This will help to make sure everyone feels comfortable to share ideas and that their culture is represented.
- The main goals of the social media campaign developed during the meetings will be to:
 - help young people understand the harms of vaping
 - share where to get help to stop vaping
 - reduce the number of young people who vape across the Western region of Melbourne.

2. Who can be in the group?

- The group will include:
 - 10 to 15 young people between 18 and 25 years old from Arabic, Chin, Burmese and Karen-speaking communities
 - people from the Vape Free West Project Working Group (PWG)
- Each cultural group will have 2 to 4 young people in the YWG to make sure that each cultural group is represented.

3. Meeting frequency and duration

- The YWG will meet every week at the beginning of the project. As the project progresses, meetings may be held fortnightly.
- Each meeting will run for 1.5 hours.
- A minimum of 8 to 10 meetings will be scheduled throughout the project (**you do not need to attend every meeting if this isn't possible**).

- Meetings will be held on Tuesdays from 5.30pm to 7pm.
- Meetings will mainly take place online with the option for some in-person meetings later in the project.

4. Compensation for YWG members

- YWG members will receive a \$50 Prezzy voucher after attending each session.
- The vouchers will be sent to members via email within a week after each session.

5. Roles and responsibilities

- The roles and responsibilities of the different group members are as follows:

➤ Lead Facilitator

- organise and schedule meetings
- lead and manage group discussions
- ensure the project remains on track and within budget for completion by December 2025.

➤ YWG Members

- attend most meetings and participate in discussions
- share ideas on how to create resources and messages that suit their community
- contribute to the development of a social media campaign to prevent vaping among young people in their communities.

➤ YWG Member Leaders

- attend meetings and actively engage in all activities, as outlined for all YWG members above
- provide regular project updates to the Lead Facilitator
- act as main contact between the YWG and the Lead Facilitator
- collect feedback from YWG members to help improve the group's experience.

➤ Other Vape Free West PWG members

- provide support to the Project Lead to guide meeting discussions.

6. Decision-making processes

- All YWG members will have the chance to share their feedback and ideas. Decisions will be made based on the majority opinion within the group.

- For decisions that involve financial costs or affect the project timeline, the Lead Facilitator will make the final decision, taking the group's feedback into account. The reasons for these decisions will be recorded.
- If the group is unable to reach a majority consensus, the PWG will make the final decision, and the rationale will be recorded.

7. Confidentiality and privacy

- During the project, YWG members should feel safe to share their thoughts and experiences.
- To keep the group respectful and supportive, all members must:
 - keep group discussions private
 - not share personal stories or information from the meetings with anyone outside the group.

8. Code of conduct

- All group members must agree to a code of conduct to be written during the first meeting.

9. Project updates and feedback

- In each meeting, the Lead Facilitator will give a short update on the Vape Free West project.
- Important goals (milestones) will be set, and progress will be recorded throughout the project. This helps track the project's progress.
- All members will be asked to give formal feedback about their experience halfway through the project and at the end.

10. Communication

- The YWG will decide together the best way for communication. This might include email, text messages (SMS), or group chats.
- Meetings will be held mainly online with possibility for some in-person meetings based on group discussions.
- The Lead Facilitator will:
 - send out session information via email before each session
 - share a recap of each session via email
 - keep the group updated on important information.

11. Duration of the YWG

- The YWG will meet until the social media campaigns are launched (expected in September 2025). Extra meetings may be held if needed if necessary.
- Members will receive additional compensation as stated above for attending these additional meetings.

12. Updates to the agreement

- The YWG can make changes to this agreement document if needed. All members will be asked for their input, and any changes must be agreed to by majority of the group.

13. Agreement and sign-off

- By signing below, members agree to follow the YWG agreement and contribute to a respectful and supportive group environment.

Name

Signature

/ /

Date signed