

Appendix C. Step-By-Step Instructions for a Group-Based VISION Process

- Begin with a short welcome and an introduction to the method, your role, and the theme (such as sustainable cities) upon which the process will focus. Provide an answer to the question ‘why are we here?’. Some examples might include ‘We’re here today to share ideas around values. These values can be personal values or other values important to you as a participant. In this session, we will use sustainable cities [or whatever you choose] as the overall theme in our discussions.’
- If group participants are not familiar with one other, consider beginning the group with a short round of introductions or an icebreaker, which can take place in pairs if the group is large group and time is short.
- Help the group establish its own ground rules. Some examples include the following:
 - Treat others with respect.
 - Do no argue—remain curious about others’ ideas or opinions.
 - Do not interrupt one another.
 - Respect the group’s time (allow others to respond).
 - Consider all comments or thoughts with curiosity rather than judgement.
 - Do not be defensive if someone disagrees with you.
 - Focus on looking for reflection rather than a concrete conclusion. Often things will fall into place later in the day or in the days and weeks that follow.
 - Remember that this space we are creating is confidential in order to allow everyone to reflect freely and openly.
- If the value is stated by the facilitator, present it with an argument regarding why this value was selected. (If you are working with subjects related to sustainability, see Chapter 4 for suggested related values.)
- If your preparation suggests that it is more appropriate for the group to decide upon a value together, follow these steps:
 - Open the group discussion by inviting participants to share what values come to mind when thinking about a topic.
 - Keep track of the values mentioned somewhere so that the group can see them.
 - Summarise and clarify important ideas and values that arise during the discussion. Often, more values will be mentioned; the role is then to help the group to choose between them.

- Use selected questions from the speaking card and/or exercises from the value catalogue to prompt reflections about the value through the three spheres. Redirect participants to the abstract level when needed and ensure that all participants are invited to the dialogue without forcing them to speak.
- End the session by gently summarising the process and offering space for debriefing. Debriefing in VISION is understood as a shared moment of attunement, where participants are invited to briefly reflect on their experience of reflecting together, through open questions such as 'How was it to reflect together in this way?' or 'What stays with you from the dialogue?' An easy and supportive closing sentence might be: 'This seems like a good place to stop.' The purpose of the debriefing is not to draw conclusions, evaluate outcomes, or assess the facilitator or the process. Rather, it serves to acknowledge what has taken place, to allow impressions and insights to settle, and to support a sense of closure without finality. In this way, the dialogue remains open and alive beyond the session, and the process ends on a respectful, grounded, and positive note.