

ASEANSAI TRAINING COMMITTEE REPORT  
Workshop on Quality Assurance in Financial Audit(QAFA)  
Yogyakarta, December 3-8, 2012

**December 1-2, 2012 INSTRUCTORS PRE-WORKSHOP MEETING**

In preparation for the ASEANSAI Workshop on QAFA on December 3-8, 2012, all six instructors, namely: Mrs. Leila S. Paras and Mr. Eugenio R. Dizon, both from SAI Philippines; Mrs. Pengiran Fauziah Pengiran Haji Muhammad Kifli from SAI Brunei Darussalam; Ms. Prima Liza from SAI Indonesia; Mrs. Sarimah Umor from SAI Malaysia; and Mr. Boonchai Choomsanghirun from SAI Thailand, had a two-day pre-workshop meeting at Arjuna Room, Inna Garuda Hotel on December 1 to 2, 2012. The meeting was facilitated by Mrs. Leila S. Paras, the designated Team Leader of the group. There were minor adjustments made in the sessions, considering the change in the time and also the non-availability of another instructor, Mrs. Telviani Savitri from SAI Indonesia, who was part of the team which designed and developed the workshop materials in Bangkok, Thailand. Attached as Annex 1 is the revised Course Outline with the session assignments of the instructors.

**December 3, 2012 OPENING CEREMONY**

The Opening Ceremony was held at the Kalasan Meeting Room, Inna Garuda Hotel on December 3, 2012. The Secretary General of BPK RI and Head of ASEANSAI Secretariat, Mr. Hendar Ristriawan, gave the reporting remarks. This was followed by an overview of the ASEANSAI Training Committee's progress by Chairperson Maria Gracia M. Pulido Tan of the Commission on Audit of the Philippines. Chairperson Pulido Tan reported that the Workshop on QAFA is the seminar which ranked first based on the Training Needs Survey from all ASEANSAI members. The other workshop which also ranked first is the Risk-based Financial Audit, while the second is Evaluation of Internal Control Structure and the third is Audit of Procurement.

Chairperson Pulido Tan likewise informed the body that considering that the ASEANSAI has no donor yet for funding training activities, all participants to the workshop will shoulder the cost of airfare and accommodation while the training package including local transportation shall be shouldered by the host SAI. In view of limited funds, the workshops to be conducted shall be limited to one workshop per year, although the ASEANSAI Training Plan CY 2013-2015 which was prepared by the Training Committee during their meeting held in Manila on June 4 to 5, 2012 originally planned to have two workshops per year. Each workshop shall be preceded by an Instructors Design Meeting to design and develop the training materials for the workshop.

Annex 2, the slide presentation shows the Training Activities calendar Year 2013 to 2015. For Calendar Year 2013, the Instructors Design Meeting for the Workshop on Risk-based Financial Audit shall be hosted by SAI Brunei Darussalam, while the conduct of the workshop shall be hosted by SAI Malaysia. The workshop on the Evaluation of Internal Control Structure is scheduled in 2014 while the Workshop on the Audit of Procurement is scheduled in 2015. The hosts for both the design meeting and the conduct of the workshops are yet to be determined.

The report of Chairperson Pulido Tan was followed by the Opening Speech by Chairman of BPK and ASEANSAI, Mr. Hadi Poernomo, then the official opening of the workshop and photo session.

**December 3-8, 2012 WORKSHOP ON QAFA**

Day 1 - The Workshop started with an Icebreaker, People Bingo Game, which enabled the participants, the instructors and the members of the Secretariat to get to know each other and set a harmonious learning climate. This was followed by an Overview of the Workshop which gave the participants a bird's eye view of what will be discussed in each session for the next five days. This was facilitated by Mrs. Leila S. Paras and Mrs. Pengiran Fauziah Pengiran Haji Muhammad Kifli.

Session 2.1 on Explain the Quality Assurance and the Quality Assurance Review Process focused on explaining key concepts on quality, quality assurance, quality control and quality assurance review; also the different steps in the quality assurance process. The facilitators for this session were Mrs. Pengiran Fauziah Pengiran Haji Muhammad Kifli and Mr. Eugenio R. Dizon.

Day 2 - The next day started with a recap of the previous day's session through an interactive quiz involving the participants into a question and answer game which they enjoyed. Session 2.2 explained Setting Quality Assurance Function including the various requirements; developing and implementing a QA policy; customizing the IDI-ASOSAI QA Handbook; selecting the right people and clarifying their roles in managing the QA function. Session 2.3 on Managing Quality Assurance Function focused discussion on the roles and responsibilities of management in managing a QA function. In the afternoon of Day 2, Session 3.1 on Describe the Key Elements of SAI Level Quality Management Framework explained the key institutional management functions taken from various frameworks within the INTOSAI community and other best practices which relate to the following elements: Independence and Legal Framework; Human Resources; Audit Methodology and Standards; Internal Governance; Corporate Support; Continuous Improvement; External Stakeholder Relations; and Results. It was emphasized that although the workshop deals with how to conduct quality assurance review at financial audit level, it is important to know the key elements of a quality management function so that the reviewer can relate the findings in the QAFA to the specific Quality Management System element and make appropriate recommendation. The facilitators for the sessions were the following: Mr. Boonchai Choomsanghirun and Ms. Prima Liza for Session 2.2; Mrs. Sarimah Umor and Mrs. Pengiran Fauziah Pengiran Haji Muhammad Kifli for Session 2.3; and Ms. Prima Liza and Mrs. Leila S. Paras for Session 3.1.

Day 3 – Session 4.1 on Explain the Financial Audit Process discussed the step by step process of conducting a financial audit based from the International Auditing Standards for Supreme Audit Institutions (ISSAI) under the following phases in the financial audit: Pre-engagement Phase; Planning Phase; Execution Phase; and Reporting Phase. Session 4.2 on Develop QAR Plan discussed the contents and form of the QAR plan which includes: the scope and approach for the review; types of review to be conducted during the year; timing of the review; budget for the review; and the staffing for the review. The participants were required to develop a QAR plan of the QAR review that will be undertaken based from the financial audit files which they brought to the workshop. The following were the facilitators of the sessions: Mr. Eugenio R. Dizon and Mrs. Sarimah Umor for Session 4.1 and Mrs. Leila S. Paras and Ms. Prima Liza for Session 4.2.

Day 4 – Session 4.3 Conducting Review of the Financial Audit was the practicum of the Workshop. The participants were required to conduct a QAR of the financial audit files which they brought to the workshop using the IDI-ASOSAI questionnaire on QAR. This gave them an actual experience of doing the review and taking note of observations on any deviation from the financial audit process as required by ISSAIs. Each group assigned a representative who reported the result of their review to the full group. Session 4.4 on Prepare the Financial Audit Level QA Report explained the Quality Assurance Review Recording Form to be used in summarizing and recording the observations noted. This will become the basis for the Financial Audit Review Report which is the final output of the QAR. Based from the result of the QAR conducted in the practicum session, the participants were required to prepare the QAR Recording Form and the QAR Report which they presented in full group.

The facilitators for the sessions were the following: Mr. Eugenio R. Dizon and Mrs. Leila S. Paras for Session 4.3 and Mrs. Sarimah Umor and Mr. Boonchai Choomsanghirun for Session 4.4.

Day 5 - Session 5.1 on Conduct Follow-up discussed the importance of conducting a follow-up of the action taken by the audit team on the areas for improvement as reported by the QAR team. This session was facilitated by Mr. Boonchai Choomsanghirun and Mr. Eugenio R. Dizon. Session 6.1 on Action Plan and Wrap-up, which was facilitated by Mrs. Leila S. Paras and Mr. Eugenio R. Dizon, required the participants to prepare a Commitment Plan on what they plan to do to apply their learnings from attending the Workshop on QAFA when they go back to their respective SAI. A report on the implementation of their commitment plan shall be submitted to the ASEANSAI Secretariat within three months from the end of the Workshop.

#### **December 3, 2012 – Welcome Dinner**

A Welcome Dinner was hosted by BPK RI and ASEANSAI Chairman Mr. Hadi Poernomo, at the Pendepa Hotel Royal Ambarrukmo, Yogyakarta which was attended by other BPK RI Officials and Guests; Workshop Participants; Instructors; and Secretariat. Everybody enjoyed the sumptuous dinner and the singing and dancing accompanied by the band.

#### **December 6, 2012 – Social Program**

All participants, instructors and secretariat went to visit the Borobudur Temple and the Museum of BPK RI on December 6, 2012. It was a day for sightseeing, and of course, shopping which everybody enjoyed very much. The Borobudur Temple was magnificent and it was a sight to behold. We thank the host for their generosity, hospitality and kindness in organizing the dinners and social program which gave the participants a time to relax and develop camaraderie which fostered unity among them. We likewise extend our heartfelt thanks and gratitude to the very efficient and supportive Workshop Secretariat which contributed greatly to the success of the Workshop.

#### **December 7, 2012 – Closing Dinner**

A Closing Dinner was hosted by Board Member of BPK RI, Mr. Sapto Amal Damandari, at the Bale Raos Restaurant where the participants, instructors, secretariat, BPK Officials and guests were treated to a delicious array of dishes accompanied by the soft music provided by a string musicians. Dinner was followed by the singing of the participants, instructors from each participating SAI and the officials of BPK RI including the BPK RI Board Member.

#### **December 8, 2012 – Closing Ceremony**

The Closing Ceremony was held at the Kalasan Meeting Room, Inna Garuda Hotel which was attended by the Board Member of BPK RI and other BPK Officials and guests. The participant from Singapore, Ms. Lau Soo Ching was selected to give the reflections from the participants, while Mrs. Leila S. Paras gave the reporting remarks as a representative of the instructors. The Board Member of BPK RI, Mr. Sapto Amal Damandari, gave the closing remarks and handed the certificates to all participants and instructors.

#### **December 9, 2012 – Post-workshop Finalization Meeting**

The six instructors held the Post-workshop Finalization Meeting at the Arjuna Room, Inna Garuda Hotel on December 9, 2012. Based on the comments of the participants in the Post-workshop Evaluation, there were minor adjustments made in the sessions to give more explanations of concepts and limit the exercises to a manageable number in accordance with the time schedule.