

### GARI-ITS report

### West A Municipal Council,

**Zanzibar.**

#### BACKGROUND

The three day training titled “Government Audit Recommendation Implementation Information Tracking System (GARI-ITS)” on Enhancing the Capacity of Building in using the electronic system on the issuing the report on the time base with an objective to build the capacity of Master Internal Auditors to use this system effectively with appropriate time from 19th – 21st April, 2022.

The purpose of this training was to train participants on the concept of using GARI-ITS and its role in the government system. Training included various topics such as important of use GARI-ITS, issuing report, follow up audit recommendation and sharing documents.

The training methodology was interactive as the trainers ensured that knowledge was not only disseminated but accurately perceived and understood by the participants. And in order to ensure this, trainers engaged participants in discussions and kept the forum open for feedback, queries and suggestions. These discussions and interactive sessions were supported through training procedures, power point presentations and handouts (user guideline).

#### TRAINING OBJECTIVES

The objectives of this three-day training were as follows:

* + To increase the understanding of participants on using the GARI-ITS;
  + To educate other the participants (internal auditors and management) on the using the GARI-ITS and ;
  + To prepare the report and training material on the using the GARI-ITS

# VENUE AND DATE

The training was organized at ZURA from 19th – 21st April, 2022.

# PROCEEDINGS

## DAY 01

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### SESSION I: INTRODUCTION TO WORKSHOP AND OBJECTIVES

The training began with introducing his/herself and his/her position and state the working place. It was formally and warmly welcomed the participants, thanked them for sparing time to attend these sessions discussed the agenda and set the norms of trainings in detail. These were as follows:

* Participants respect each other’s’ point of view
* Respect the diversity in the group
* Ensure daily attendance as per schedule
* All participants actively participate in discussion

### SESSION II: OVERVIEW OF THE USING THE GARI-ITS

In this session participants were introduced to the core concepts and the most area that each internal auditor to focus on the using this system. The discussion revolved around participatory development and its importance and role of the GARI-ITS. Participants were engaged in group work where all participants were divided into three groups such as local Government Authorities, Public Entities and Ministries. All the groups were also given some notices according to their natures of the working areas to consider on the input the information to this system. Through this interactive session and group work, it was showcased that participatory approach achieves sustainability and efficacy when internal auditors are completely involved in the process.

### SESSION III: INPUT THE INFORMATION (AUDIT QUERIES) TO THIS SYSTEM

In this session; the facilitators train the auditor how to log in and log out and provide system address i.e., “**https://garizanzibar.ictpack.net/frontend/web/**” and proceed to open with the help of presentations and the trainer focused on sample of the internal report that exist to our office also provide the user account to each participants (Internal Auditors). Detailed discussion was held on each phase and queries of participants were answered. Moreover this session also had a brief discussion on the role of Chief of the Internal Auditor and his/her Assistance Internal Auditor, relation to management and department of Internal Auditor General (AIG) of Revolutionary Government of Zanzibar.

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### SESSION IV: IA AREA

The session began for demanding the Internal Audit report. Trainers assist to each Internal Auditor to keep concentration during whole presentation. In this section internal Auditor takes part to upload his/her report by either typing or copy and paste from the original documents. The internal Auditors require putting all audit issues such as type of report like quarterly or final report, Internal Audit Risk Based Plan, Observation, audit categories, audit comments, audit committee comments, action taken and IAG Reviews.

# DAY 02

### RECAP

Day 2 started off with previous day’s recap, participants were asked to share the learning of first day. Participants also provided feedback on training contents, training delivery. They appreciated that contents were in line with their audit activities and easy to understand and they liked the training methodology.

### SESSION V: PRACTICAL TRAINING

In this session each internal auditor practice what the trainers facilitated with other supervisors guide for those area that no understand. The auditor practice how to upload the quarterly report, final report, annual risk based plan, audit queries and other audit issues. Also the participants get opportunities to search audit queries, report or documents at any time. Moreover the participants learnt how review the share document from AIG department, added more audit queries and checking the status of the audit queries status from dashboard, the number of queries issued, number queries not implemented and others.

***DAY: 03 ***

### RECAP

Day 3 started off with an open discussion forum with a focus on previous day’s recap; participants were asked to share the learning of previous two days. Participants also provided feedback on training contents, training delivery.

### SESSION VI: MORE PRACTICAL TRAINING

In this session each internal auditor practice what the trainers facilitated with other supervisors guide for those area that no understand. The auditor practice how to upload the quarterly report, final report, annual risk based plan, audit queries and other audit issues. Also the participants get opportunities to search audit queries, report or documents at any time. Moreover the participants learnt how review the share document from AIG department, added more audit queries and checking the status of the audit queries status from dashboard, the number of queries issued, number queries not implemented and others.

# SESSION VII: CLOSING

Closing ceremony of the training was discussed the varieties issues raised during the previous two days. The ceremony was initiated with a note of thanks and asked about their learning experience. He thanked the participants for their active participation in the training. He also congratulated them on successful completion of this training course and hoped that the knowledge gained would help in effective and efficient implementation of the activities.

### LESSONS LEARNT AND BEST PRACTICES:

* The changes in the format of the workshop helped keep it moving smoothly. More interactive sessions and practical exercises were ensured by the trainers, which helped participants underrate the training contents.
* Few of the session took more time than allocated. If next time such activity will be planned more time should be allocated to practical sessions.

### RECOMMENDATIONS

1. Participatory planning steps should be shared in details with more examples from key audit activities.
2. Option to fill Vote number during editing the audit issues should be excluded
3. The procedure of assigning person for follow up audit issues should clear in order to simplify the audit work and getting better segregation of duties

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