



Australian  
Aid 

 ANSA-EAP



CITIZEN PARTICIPATORY AUDIT  
**LEARNING  
GUIDEBOOK**  
REFLECTION AND ASSESSMENT SESSIONS

# REFLECTION AND ASSESSMENT SESSIONS

## SESSION OVERVIEW

This session aims to tie together the CPA team members' lessons learned and insights gained CPA, all of which will be considered in making the subsequent phases or activities more coherent and effective. Three (3) reflection sessions will be organized during the execution phase.

Reflection sessions will be designed to allow teams to assess the technical and personal (individuals' and teams' growth) processes.

## LEARNING OBJECTIVES

In the structured reflection sessions, CPA team members would be able to:

1. Identify the facilitating factors and difficulties in executing or implementing the Audit plan;
2. Agree on concrete measures to address the bottlenecks and/or improve the working environment and meet the set audit objectives; and
3. Incorporate the lessons (technical and behavioral) in the next activities.

## **SUGGESTED ACTIVITIES/ Basic framework:**

### **What?/So What?/Now What?**

These questions should guide all the reflection sessions. **What?** Describes the facts, what happened, with whom, and the substance of group interaction

**So what?** The feelings involved, lessons learned, and why the experience is important or unimportant.

**Now what?** Participants define how they would apply lessons learned/insights gained to new situations or introduce new or improved activities.

Reflection Activities will vary in amount of time to carry out; it is important to allow each team member to speak up and actively participate in the assessment-reflection.

Reflection activities:

### **I. Tribal Meeting**

**Materials/equipment:** candles, idea cards, markers, glue

The CPA team here is the 'tribe'. Where there are several audit teams concurrently implementing an audit plan, each team is gathered as one tribe and simultaneously hold their own tribal meetings. Each team/tribe reflection will be shared

in a plenary, and facilitator/s summarizes the proceedings of the session.

The Tribal Meeting takes an hour to 1 hour and 30 minutes; each tribe's report to the plenary may be done in 10- 15 minutes. The facilitator's summary may be no more than 30 minutes.

The Tribal Meeting helps teams feel solidly grounded for the audit experience. It includes a visualization of people bringing their full energy and attention from their teams' particular audit work. Participants are then asked to think of what it is they are carrying with them. It can be a gift or a burden, something they would like to share with the group to help them feel more present, and issues that they would consult or discuss with the tribe on the question series 'What, So What, Now What?' Each tribe member may wish to draw or write no more than 3 things they would like to share. Sitting on the floor in a circle around a couple of lighted candles gives the ambiance of being around a campfire.

The leader will then ask everyone to put their answers on the poster so that they would together compose one tribal picture that will be presented to the plenary.

**II. The Ball Game** (adapted from Wilmes, Scott & Rice, created by Juan Moreno)

**Materials and equipment:** tennis balls (1 ball for each group of 7-8 participants) , idea cards, markers, easel sheets.

Participants are asked to form a circle. The facilitator has a ball and a stop watch for each team or group. Participants are told the rules to this game:

- a) the game begins and ends with the leader;
- b) each person must touch the ball only once;
- c) remember the order of who has the ball before you and who you give the ball to.

The facilitator throws the ball to someone in the group who then throws it to someone else, until the last person throws it back to the first person who held the ball . The facilitator or timer tells the group how long the process took. (Participants were not previously informed it would be timed.) The group will then be instructed to cut their time in half. Repeat the process until the group cuts their time down to 3 seconds. Typically it will take the group several tries to refine their strategies to move the ball in the shortest time.

Processing the ball game could start with how the group could complete the task in 3 seconds when it took \_\_\_\_ minutes the first time. Questions may include: What helped you reach the goal? What hindered you? How did you look at the problem in new ways? What does this tell us about human

nature? Did anyone suggest you do it in less time than the facilitator suggested? The reflection questions would then be overlaid on the audit implementation or execution.

The ball game takes approximately 15 minutes for each group, processing (including reflection viz. audit implementation) in another 20 minutes, and plenary discussion for 30 minutes.

### III. Journaling

**Materials and equipment:** journals or notebooks for each team member, pens, scrapbooking

Journals can help CPA teams (and the communities who are the beneficiaries of the projects being audited) record their experiences and learnings in written form (journal) and the form of further the learning they have done in relation to the audit activity.

In completing journals, one must consider the learning objective. Journals can focus on self-understanding, can consist of information that will be used in another reflective activity such as a research paper, or can be the material on which a dialogue with others is based.

### Types of journals that may be used:

- Personal journals - for "stream of consciousness" writing about the experience)
- Critical incident journals - analysis of a specified event according to prompts such as "What conflicts did you face during the audit event? What are possible root causes for the issues you observed?;
- Three part journals using the question series "What, So What and Now What" - The **What section** is a description of the event, **So What** section is an interpretation, and **Now What** section is an application of future events.

CPA team members should be encouraged to write journals several times throughout the audit implementation, and especially following meaningful events, both positive and negative. These journal entries can later be reviewed privately and/or shared during a group reflection circle.

Journals are a helpful resource for reminding participants of significant events in the audit experience. Facilitators may use these events as starting points for reflection.

### IV. Photo Reflections

**Materials/equipment:** digital cameras, customized photo albums, glue, scrapbooking materials, markers

Digital cameras allow team members to record events and experiences at low cost. CPA team members may be asked to compile and share pictorial accounts of their work. Participants are asked to write reflective captions for the pictures, or can come up with their own photo folios framed with the 'What, So What, and Now What' questions.

Doing this can transform random photo taking into an opportunity for meaningful reflection.

### TIMEFRAME

Three (3) reflection sessions will be built-in the Audit Implementation design or schedule. Consider a Closing Reflection at the end of the audit implementation.

### METHODOLOGY

Structured Learning Experience, lecturettes or discussions by Resource Persons

## **CONTENT/GUIDES FOR INSTRUCTOR/FACILITATOR**

The term "reflection" is derived from the Latin term 'reflectere', which means "to bend back."

Reflection sessions allow people to make careful considerations about what their experiences were all about: what did they see, who did they meet, why is there a need for such services in the first place, etc. It serves as the bridge between experiences and learning.

Reflection is more than "touchy-feely." Reflection is getting into the habit of thinking about our thinking.

Reflection does not have to be limited to the sharing of feelings, or attempts to "feel good" about the service performed or activity undertaken. Rather, reflection is educational. It is an opportunity through which one can learn from experience. Reflection can take numerous forms, and touch on an endless variety of issues. It furthers learning and inspires, provocative thought and action.

## **SYNTHESIS**

Reflection should be a habit for people engaged in service

It is important to step back a little and reflect on what happened and how we feel about these events and their impacts on people. The module on Reflection enjoins CPA teams to make reflection a habit.

## **CONCLUSION**

Reflection is an important activity that should always be undertaken as part and after all activities. Reflection disciplines the mind from just carrying out of the activity to include an analysis, i.e., meaning-making, and creating a new system of doing things better.

# Acknowledgements

We take great pleasure in recognizing the following individuals who brought in their knowledge and expertise in developing this Learning Guidebook.

## **Commission on Audit**

- Chairperson Maria Gracia Pulido Tan
- Commissioner Heidi L. Mendoza
- Assistant Commissioner Luz L. Tolentino
- The CPA Project Management Team
  - Dir. Aida Maria A. Talavera
  - Dir. Delia Agatep
  - Dir. Melanie Añonuevo
  - Dir. Leila S. Paras
  - Dir. Ma. Realiza R. Ysmael
  - Maria Ramona Jimenez
  - Aldrin Paul S. Romero

## **Department of Foreign Affairs and Trade, Australian Embassy**

- Mr. Daniel Featherston

## **Public Financial Management Program implemented by Coffey International Pty., Ltd.**

- Mr. Basile Gilbert
- Ms. Virgie Ongkiko

## **Affiliated Network for Social Accountability in East Asia and the Pacific Foundation, Inc.**

- Mr. Redempto Parafina
- Citizen Participatory Audit Project Team
  - Vivien Suerte-Cortez
  - Adelfo Briones
  - Boy Randee Cabaces
  - Adelle Liezl Chua
  - Christine Marie Cruz
  - Shigemi Muramatsu
  - Emerson John Lozanta
  - Imelda Perez

Thank you very much for your valuable contributions.

The Citizen Participatory Audit project is a joint initiative of the Commission on Audit and the Affiliated Network for Social Accountability in East Asia and the Pacific. This is supported by the Department of Foreign Affairs and Trade – Australian Embassy through its Public Financial Management Program implemented by Coffey International Pty. Ltd.

For more information, you may visit the following websites:

[www.coa.gov.ph](http://www.coa.gov.ph)

[www.i-kwenta.com](http://www.i-kwenta.com)

[www.ansa-eap.net](http://www.ansa-eap.net)

**WRITTEN BY**

Delia Agatep | Adelfo Briones | Shigemi Muramatsu | Imelda Perez  
Vivien Suerte-Cortez | Ma. Realiza Ysmael | Aldrin Paul Romero

**EDITED BY**

Antonette Reyes

**PHOTOGRAPHY BY**

Adelfo Briones | Arnel Culala | Christine Marie Cruz

**DESIGN AND LAYOUT BY**

Emerson John Lozanta