

# Single Scheme Administration Project

Special Bulletin

March 2020



An Roinn Caiteachais  
Phoiblí agus Athchóirithe  
Department of Public  
Expenditure and Reform

## Purpose of Bulletin

All public service bodies are committed to supporting the Government's ongoing response to the unprecedented national crisis arising from the COVID-19 pandemic.

The purpose of this Special Bulletin is to provide you with an important update on what this means for activities related to the Single Scheme Administration Project, as well as to take the opportunity to remind you of the online resources available to you and your colleagues to support your ongoing administration of the Single Public Service at this time.

## Status of Single Scheme Project Activities

The Department of Public Expenditure and Reform has implemented its Business Contingency Plan. For the Single Scheme Project Team, this means that a number of team members are working remotely at this time, while other team members may be deployed to support tasks elsewhere within the Department or wider public service in the near term.

## Ongoing requirement to remit Single Scheme contributions

As part of your local contingency arrangements, and to ensure no interruption to the anticipated supply of monies to the Exchequer, you should please ensure that all Single Scheme contributions due continue to be promptly remitted to the designated DPER bank account within the statutory timelines.

Please also ensure that the associated [banking remittance advice](#) is emailed to the dedicated banking email address [singlescheme@per.gov.ie](mailto:singlescheme@per.gov.ie) as each remittance is processed.

### National Implementation Steering Committee

Oonagh Buckley, D/Justice (Chair);  
Colin Menton, D/PER (SRO);  
Barry O'Brien, D/PER;  
Paul Bolger, D/Health;  
Des Dowling, D/Defence;  
Eithne Fox, HSE;  
Deirdre McDonnell, D/Education & Skills;  
Doncha O'Sullivan, D/Justice;  
Emma Reeves, D/Housing;  
John Ryan, NSSO

### DPER Project Team

Deirdre O'Neill, Project Manager  
Michael McKeown  
Shane Hennessy  
Marie Corry  
Ian Corrigan

### Contact:

[singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie)

For further information or to be added to/removed from the Single Scheme circulation list, please email [singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie). For technical queries, please consult with online resources or a senior colleague prior to raising a query. Please include your Relevant Authority identification number in any correspondence **and ensure that any personal member data is fully anonymised.**

## Single Scheme Databank

Bodies are being onboarded to the Single Scheme Databank in waves. We are mindful that there may be impacts on the preparation of data files for **Wave 3 and 4** bodies that are presently in the process of onboarding to the Databank. Where organisations are redeploying personnel directly involved in these activities to other tasks, we confirm that there is flexibility with previously notified timelines for the upload of Databank files.

If you are able to safely progress the Databank files while working remotely, we would advocate this approach. We appreciate that you may need to access paper records to close out on some data queries, particularly in relation to historical leavers, before your files can be fully finalised prior to submission.

Should your organisation anticipate significant deviation from previously advised timelines, we would please ask at this time that you endeavour, where possible, to keep us updated by email over the coming weeks.

The Department will be reassessing its onboarding planning for other bodies beyond Wave 4 in the short-to-medium term.

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## Technical Supports and Guidance

You are requested to please continue to consult the dedicated Single Scheme website ([www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie)) in the first instance for any technical queries. Some of the key resources available on the website for pensions administrators are highlighted below:

<a href="#">Administrator FAQs</a>
<a href="#">Single Scheme Circulars and Legislation</a>
<a href="#">Single Scheme Booklet</a> (standard grades)
<a href="#">Member Benefits Estimator Tool</a> (standard grades)
<a href="#">Lifecycle Event Tookits</a> ( <i>Onboarding, Retirement, Death, Purchase/Transfer, Annual Administration, etc.</i> )
<a href="#">Employer Calculation Tools</a>
<a href="#">Single Scheme Databank Employer Resources</a>
<a href="#">Recent Employer Training Workshop Resources</a> ( <i>Onboarding, Retirement, Death, Purchase/Transfer, Annual Administration, etc.</i> )

Please be advised that we have deferred planning our next phase of Single Scheme training for Relevant Authorities until further notice and, by way of assistance, have made available a link above to recent training resources.

If you have an urgent technical query that is not addressed on our dedicated website, please submit your query through the dedicated Single Scheme email address [singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie). All queries will be appropriately triaged on receipt for response.

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