



## Welcome

Welcome to Issue 21 of the quarterly bulletin of the Single Scheme Administration Support Team. This bulletin aims to share relevant information with all administrators involved in the operation of the Single Public Service Pension Scheme. This edition includes:

- Annual Benefit Statement deadline - reminder
- Town Hall
- Deferral of increase of the Normal Retirement Age (NRA)
- Single Scheme Databank Update
- Known issue and fix for downloading content from Single Scheme website (Chrome)

## Annual Benefit Statements Deadline - Reminder

The deadline to have issued Annual Benefit Statements to Single Scheme members for the year ended 31 December 2020 is **30 June 2021**.

## Town Hall

Thank you to everyone who attended the online Single Scheme Town Hall event held on 2 June. The purpose of the event was to formally launch the *Single Scheme Action Plan – 2021/2022* which seeks to drive compliance with Single Scheme legislation across the public sector. As well as launching the Action Plan and updating participants on progress made to date on Single Scheme Databank onboarding, there were also presentations from The Pensions Authority, Brothers of Charity Services Ireland. Our departmental colleague Emer Hogan, Single Scheme Policy team also presented on the change in the Normal retirement age, referenced below. Feedback from participants was very positive with plenty of engagement on the topics covered.

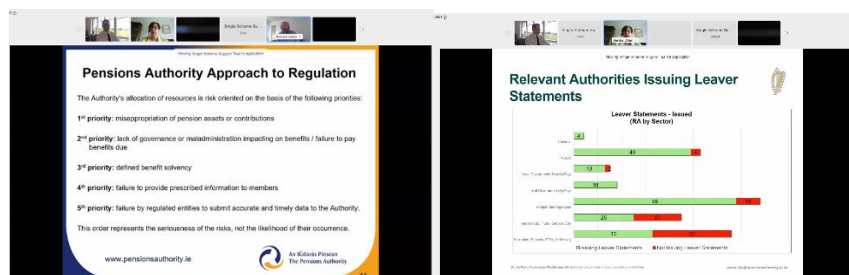
All of the material presented on the day can be accessed on the Single Scheme website [here](#).

### DPER Single Scheme Administration Support Team

Deirdre O'Neill  
Shane Hennessy  
Marie Corry  
Finbar Ó hAnnracháin  
Fergal Carty  
Carol (Yuk Kwan) Ng  
Elliot McGuirk  
Stephen Dunne

### Contact:

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



## Reminder on deferral of increase to Normal Retirement Date (NRA)

[PER Circular 24 of 2020 “Deferral of Increase in State Pension Age](#) sets out the impact of the deferral of the planned increase in the age of eligibility for the State Pension (Contributory) for the majority of Single Scheme members, which had been due to take effect from 1 January 2021. The effect of the Circular is that the majority of Single Scheme members born on or after 1955, who previously had an NRA of 67 or 68 years of age, now have an NRA of 66 years of age. RAs are reminded that, in addition to normal retirement, NRA is used for calculations relating to:

- Retirement on Medical Grounds;
- Purchase and Transfer; and
- Cost Neutral Early Retirement.

The relevant provisions in social welfare legislation providing for the planned increase were repealed with effect from 22 December 2020. For the majority of Scheme members, an NRA of 66 should, therefore, be used in relation to any of the above initiatives effective from 22 December 2020. For further details see D/PER Circular 24/2020.

## Single Scheme Databank

184 Relevant Authorities have completed the onboarding process in Waves 1-9. Wave 10 onboarding is about to commence and advance engagement with participating bodies is underway. Thank you to those Relevant Authorities and Shared Services who have worked to collate their data to ensure on-time uploading of files to the Databank to date. ***The remaining RAs not yet onboarded will commence onboarding in 2021 and should continue to prepare Scheme Files for each year since 2013.***

**2020 File uploads will be required by end October 2021. 3 Data Files** will be required for the Scheme year 2020: **Membership Data, Benefit Payments Data** and a new **Purchase Transfer Scheme File**. The new Purchase Transfer File Template and related technical information will be made available on the website in June.

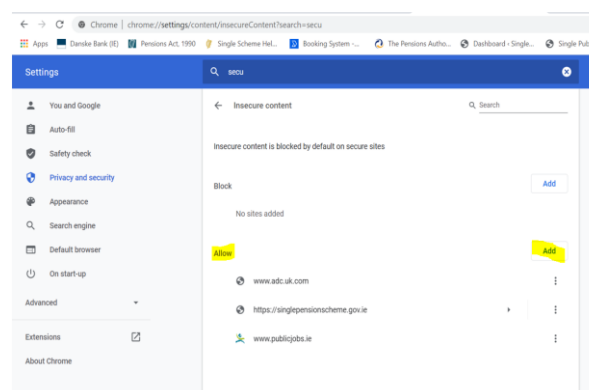
Single Scheme Databank technical information, including Scheme File Templates and training supports, is available at [www.singlepensionscheme.gov.ie/databank](http://www.singlepensionscheme.gov.ie/databank). If you have any queries around the onboarding process or the preparation of Scheme Files please email [singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie) with “Databank” in the subject line.

## Known issue downloading documentation on Single Pension Scheme Website

We have become aware of a Google Chrome issue when users are downloading files from the Single Scheme website.

While the issue may be resolved by using a different browser (eg MS Edge), Google Chrome users can resolve this issue by adding the URL:

<https://www.singlepensionscheme.gov.ie> under “Allow” [here](#) under *Settings/Privacy and security*.  
(chrome://settings/content/insecureContent?search=secu)



## Administrator FAQ document

The majority of Single Scheme queries submitted to [singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie) are fully addressed in the Administrator FAQ document available on [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie). Administrators are reminded to refer in the first instance to this online resources where a technical query arises. The **current version** of the Administrator FAQ document can be accessed [here](#).

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.**