

# Single Scheme Administration Project

Quarterly Bulletin – Issue 36

March 2025



An Roinn Caiteachais Phoiblí  
Sheachadadh PFN agus Athchóirithe  
Department of Public Expenditure  
NDP Delivery and Reform

## Welcome

Welcome to **Issue 36** of the quarterly bulletin of the Single Scheme Administration Project. This bulletin aims to share relevant information with all administrators involved in the operation of the Single Public Service Pension Scheme.

This edition includes:

- Letter to Scheme Administrators - Notification of CPI
- Training Plans for 2025
- Single Scheme Databank Update
- 2024 Annual Survey

## CPI Adjustment

The CSO recently reported that Consumer prices rose by 1.4% over the 12 months to December 2024. Therefore, there is an adjustment required of **1.4%** on applicable referable amounts and for Single Scheme pensions in payment the details of which are set out in Appendix 2 of [Circular 3 of 2025](#) that issued on the 23<sup>rd</sup> of January 2025.

## Training Plans

We will provide training on our Single Scheme Modules A-F commencing **Wednesday, 19<sup>th</sup> of March 2025**. The current webinar training programme is set out below along with the scheduled dates:

- **Module A:** Recruitment and On-boarding: **Wednesday, 19<sup>th</sup> March** (10:30am to 12:30pm)
- **Module B:** Leaving Employment: **Thursday, 20<sup>th</sup> March** (10:30am to 12:30pm)
- **Module C:** Annual Administration Activities: **Wednesday, 2<sup>nd</sup> April** (10:30am to 12:30pm)
- **Module D:** Retirement Benefits Administration: **Thursday, 3<sup>rd</sup> April** (10:30am to 12:30pm)
- **Module E:** Death Benefits Administration: **Tuesday, 8<sup>th</sup> April** (10:30am to 12:30pm)
- **Module F:** Purchase and Transfer of Retirement Benefits: **Wednesday, 9<sup>th</sup> April** (10:30am to 12:30pm)

This training will take place via Microsoft teams and a link to each module will be sent out closer to the commencement dates. If your organisation requires any members of staff to attend any of our webinar based training modules, please send an email, no later than close of business on **Friday, 14<sup>th</sup> March** to [singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie) advising the following:

Full-name and contact work email/s for participants, your organisation name and module/s of interest.

**\*Please do not provide personal details of attendees such as PPSN, Payroll numbers, Personal email addresses etc.**

## Benefit Statements Reminder

The deadline for issue of Annual Benefit Statements to members for the year ended 31<sup>st</sup> December 2024 is **30<sup>th</sup> June 2025**.

### Single Scheme Administration Team

Deirdre O'Neill  
Thomas Gavin  
Dermot Kinane  
Rachael Gleeson  
Finbar Ó hAnnracháin  
Carol (Yuk Kwan) Ng  
Emma Murphy  
Martina Burns  
Niamh Hanley  
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Joshua Hanley

### Contact:

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

## Outstanding Single Scheme Databank Files

As you will be aware, the **1<sup>st</sup> of November 2024** was the date fixed by the Minister for relevant authorities to make their statutory return to the Single Scheme Databank for 2023. We would like to thank all those Relevant Authorities who have completed these returns.

For those who have yet to do so, there are **three** Scheme Files required for the return:

- Membership Data
- Benefit Payments Data
- Purchase and Transfer Data

Our colleague Martina Burns has been following up with bodies who have yet to complete their returns. If you have not yet been contacted or have any queries regarding the returns, please email [singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie).

## Databank Training

Databank specific training will be taking place on **Tuesday, 1<sup>st</sup> April 2025 (10.00am to 12 noon)**. The session runs for approximately 2 hours, is hosted via MS Teams and covers topics including:

- Creation of the Databank
- Functionality and accessing the DGVT
- File preparation
- Common mistakes

There is also a Q&A session at the end.

**Please note that this session is not for Single Scheme members, it is for staff involved in the administration of the scheme.** While all administration staff are welcome, we would especially encourage all new Pensions Administrators to attend.

If you would like to attend this training, please email [singlescheme@per.gov.ie](mailto:singlescheme@per.gov.ie) and include your name, organisation, RA number and contact details. The subject line for the email should read **“Databank Training - 1<sup>st</sup> April 2025”**. Confirmation of places, an MS Teams link as well as supporting documentation will be circulated the week prior to the session.

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## Annual Survey for 31<sup>st</sup> December 2024

Thank you to everyone for your replies to our annual survey. The data provides the Department with important information on Scheme membership numbers and emerging trends.

The information is also used to facilitate payment of fees (per member) to the Pension Authority on behalf of all Relevant Authorities. There are approximately 265,000 active members in the scheme, and over €600 million was collected in contributions last year.

## Mailing List

As a recipient of this Bulletin, you are a member of the Single Scheme mailing list. If there is a changeover of mailing list contacts in your organisation, please let us know at [singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie), as it is important for administrators to receive up to date information on the Single Scheme. Please also share this Bulletin with your colleagues who may not have received it but work on Single Scheme related matters.

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## 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 resource 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.**