

# Single Scheme Administration Project

Quarterly Bulletin – Issue 38

September 2025



An Roinn Caiteachais Phoiblí Bonneagair  
Athchóiriúcháin Seirbhíse Poiblí agus Digiúcháin  
Department of Public Expenditure Infrastructure  
Public Service Reform and Digitalisation

## Welcome

Welcome to **Issue 38** 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:

- Update on a centralised administration system
- Training Plans for Q4 2025 Single Scheme
- Databank 2024 Files
- Databank Training Q3 2025

## Update on a Centralised Administration System (CAS)

A recent Government decision approved the progression of work on the design of a centralised administration system (CAS) for the Single Scheme to support Relevant Authorities in the administration of the Single Scheme.

DPER, along with Revenue and the Department of Social Protection is collaborating on delivering the technical centralised administration solution. DPER has also commenced work on drafting the legislation required to underpin the collection and processing of relevant data necessary.

DPER is actively engaging with stakeholders across the Public Sector and intends to engage with Relevant Authority representatives later this year. We will issue further updates in due course as both progress on the legislation, and stakeholder collaboration continues.

## Administration Training

We are pleased to announce that we are commencing our third round of Single Scheme Pension Administration Training for 2025, which will take place via Microsoft Teams. To register for a module please click on the link below for each module you wish to join. Once registered an automatic webinar invite and link will be emailed to the registered person.

The scheduled dates are below:

- **Module A:** Recruitment and Onboarding: *Tuesday, 11<sup>th</sup> November* (10:30am to 12:30pm) [Register Here A](#)
- **Module B:** Leaving Employment: *Wednesday 12<sup>th</sup> November* (10:30am to 12:30pm) [Register Here B](#)
- **Module C:** Annual Administration Activities: *Tuesday, 18<sup>th</sup> November* (10:30am to 12:30pm) [Register Here C](#)
- **Module D:** Retirement Benefits Administration: *Wednesday, 19<sup>th</sup> November* (10:30am to 12:30pm) [Register Here D](#)
- **Module E:** Death Benefits Administration: *Tuesday, 25<sup>th</sup> November* (10:30am to 12:30pm) [Register Here E](#)

### Single Scheme Policy & Support Team

Deirdre O'Neill  
Thomas Gavin  
Rachael Gleeson  
Fergal Carty  
Finbar Ó hAnnracháin  
Carol (Yuk Kwan) Ng  
Emma Murphy  
Martina Burns  
Niamh Hanley  
Craig Flynn  
Daragh Kennedy

### Contact:

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

- **Module F:** Purchase and Transfer of Retirement Benefits: *Wednesday, 26<sup>th</sup> November* (10:30am to 12.30pm) [Register Here F](#)

***\*Note: Modules A-D may not take up the full two hour allotted timeslot***

If you have any queries please email [Singleschemequeries@per.gov.ie](mailto:Singleschemequeries@per.gov.ie)

In the meantime, you can find supporting training resources including slides for each module, from the previous suite of webinars, on the Single Pension Scheme website [here](#).

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## Single Scheme Databank

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).

### Databank 2024 Files

The Membership, Benefits, and Purchase & Transfer files for 2024 were available for uploading to the Single Scheme Databank Portal since Monday, 1 July 2025. A formal notification was issued in July 2025. All Relevant Authorities should complete and upload these files before the deadline of **1<sup>st</sup> November 2025**.

For any Relevant Authority yet to fully complete and upload returns to the Databank for previous years (2013 – 2023) please do so at your earliest opportunity.

If any problems are encountered, please do not hesitate to contact the Databank team through the Single Scheme Helpdesk, [singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie).

### Databank Training

Databank specific training will be held on **Wednesday, 10 September 2025**. This session will commence at 10:30am and will be hosted via MS Teams. The session will run for approximately 2 hours and will cover topics including:

- Establishment of the Databank
- Data Protection
- Functionality and accessing the DGVIT
- File preparation and upload (including demo)
- Common mistakes

There will also be 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 the training, please [register here](#), once registered an automatic webinar invite and link will be emailed to the registered person.

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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 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.**