

## Welcome

Welcome to the sixth quarterly bulletin on the Single Scheme Administration Project. This bulletin aims to share information with all administrators involved in the Single Public Service Pension Scheme regarding project work underway in this area.

This bulletin includes information on training for recruiters, town hall events and new toolkits on the website.

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## Single Scheme Training for Recruiters

The project team is developing a training programme to cover all aspects of Single Scheme administration. The initial offering in Oct/Nov will be targeted specifically at those involved in the recruitment and onboarding of new staff, and will cover the key aspects of determining when a new hire should be assigned to the Single Public Service Pension Scheme or a Pre-2013 Pension Scheme. Places will be limited to 25 per session and focused on interactive case studies.

Invitations will issue shortly and will be organised so that participants from similar organisations are grouped to attend sessions together. ***We would appreciate your assistance in ensuring the invitations, when issued, reach the appropriate recruitment staff in your organisations.***

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## Events in November

The project team will be running 2 half-day Town Hall events in November. Please note the dates for now, invitations will issue in the coming weeks:

- **Dublin – morning of 7 Nov 2017**
- **Tullamore – morning of 9 Nov 2017**

The focus of these sessions will be to update all Relevant Authorities on project progress, the recent Government Decision and what the phased approach to Single Scheme implementation (overview overleaf) means for each organisation. The reporting requirements regarding implementation status from all Relevant Authorities, will also be discussed at the event.

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### National Implementation Steering Committee

Oonagh Buckley, WRC (Chair);  
Colin Menton, D/PER (SRO);  
Peter Brazel, D/PER;  
Teresa Cody, D/Health;  
Joan Curry, NSSO;  
Des Dowling, D/Defence;  
Paul Dunne D/HPLG;  
Eithne Fox, HSE;  
Michael Keogh, D/Education & Skills;  
Oonagh McPhillips, D/Justice

### DPER Project Team

Martina Hennessy, Project Manager  
Michael McKeown  
Janice Withcombe  
Finbar Ó hAnnracháin  
Fergal Carty  
Brian Hogan  
Carol (Yuk Kwan) Ng  
Stephen Dunne

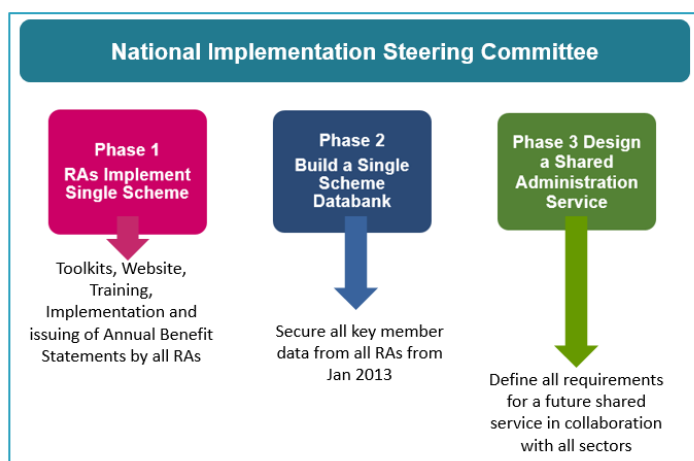
### Contact:

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**Phase 1:** This phase involves the work involved in implementing the Single Scheme by all Relevant Authorities, with supports from DPER including release of the new website and associated training programmes.

**Phase 2:** This work will involve establishing a Databank to house summary information on all Single Scheme members. A draft specification is being developed and Data Protection assessment is underway.

**Phase 3:** This work will involve defining future requirements for a long-term solution in more detail throughout 2018, in collaboration with all sectors.



## Referable Amount Calculations in the Health Sector

Given the frequency of atypical work patterns in the Health sector, a Working Group has been established to examine scenarios that occur most frequently and propose approaches to ensure consistency across the sector in how Single Scheme benefits are calculated. Working Group members include St. Vincent's University Hospital, Brothers of Charity Services, Beaumont Hospital Board, Stewarts Care and the HSE. The group has met twice to date and aims to have completed their assessment in Q4 2017, at which point, outputs will be shared with all organisations in the sector.

## Website Reminder

A reminder that many new resources, including an FAQ that addresses common queries, are available on the dedicated website [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie) that was released in June. This should be your first port of call with any queries, before making contact with DPER.

## Employer Toolkits – New Death Resources Toolkit

A new [Death Resources Toolkit](#) has been added to the Employer's Section of the Single Scheme website that will assist administrators to process a claim for (i) death-in-service, (ii) death of a deferred member or (iii) death of a pensioner. This Toolkit complements the release on 9 May 2017 of DPER [Circular 11/2017](#) - Death in Service Payments and related Survivor's and Children's Pension issues under the Single Scheme.

## Benefit Statements Reminder

Administrators are reminded that the deadline to have issued Annual Benefit Statements to members for the year ended 31 December 2016 was 30 June 2017.

## New Project Staff

The DPER project team is happy to have welcomed 2 new members of staff over recent months: Carol (Yuk Kwan) Ng has joined from the Revenue Commissioners. Stephen Dunne, who many of you will have had contact with, hasn't travelled far, moving from Single Scheme Policy area to the project team.