



Single Scheme Administration Project

Quarterly Bulletin – Issue 11

December 2018



Welcome

Welcome to the eleventh quarterly bulletin on 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 bulletin includes an update on training workshops that occurred this year, the survey to be completed next month and the status of the Databank and Long-term design projects. There is also a reminder of resources available on the Single Scheme website.

2018 Training Workshops

Over 500 administrators have participated in Single Scheme Training Workshops in 2018, from over 171 Relevant Authorities, with 88% of attendees ranking the Training as excellent or very good.

Training Modules D and E - Retirement and Death Benefit Administration

We have been running new training modules on “Single Scheme Retirement and Death Benefits Administration” through November and December 2018. Feedback to date has been very positive. We will continue this training in January, primarily for Relevant Authorities involved in the Design Workshops, however we expect to be able to facilitate attendance by RAs who were unable to participate in these sessions in 2018.

Case Studies contemplation



Process mapping



Training Module A - Recruitment and Onboarding Activities

In October 2018, we undertook a limited re-run of the half-day module on “Single Scheme Recruitment and Onboarding Activities” which was well attended.

Further Re-Runs in 2019

We plan to re-run all training modules on an ongoing basis, kicking off with a re-run of “Leaving Single Scheme Employment and Annual Activities” modules in March. Further details will be shared in the New Year.

National Implementation Steering Committee

- Oonagh Buckley, D/Justice (Chair);
- Colin Menton, D/PER (SRO);
- Peter Brazel, D/PER;
- Teresa Cody, D/Health;
- Des Dowling, D/Defence;
- Paula Lyons, NSSO;
- Eithne Fox, HSE;
- Deirdre McDonnell, D/Education & Skills;
- Lorraine O’Donoghue, D/HPLG;
- Doncha O’Sullivan, D/Justice

DPER Project Team

- Martina Hennessy, Project Manager
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- Ian Corrigan

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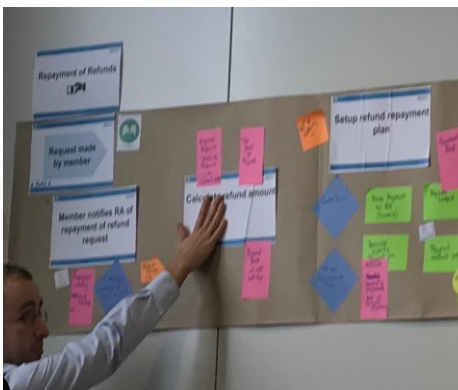
Annual Survey

We will be sending out a link to the annual survey to all Relevant Authorities on **7 January** seeking data as at 31 December 2018 on your Single Scheme members. The primary objective of the survey is to obtain total membership numbers in order to pay the Pension Authority fees. However, we will also seek further data relating to levels of compliance (annual statements etc.). The deadline for receipt will be 25 January and a return by all Relevant authorities is mandatory. ***An advance draft of all of the questions that will be asked is available on our website [here](#) to allow you to make advance preparations.***

Databank Development

The technical development of the Single Scheme Databank has recently concluded with final end-to-end testing now underway. Wave 1 bodies for onboarding to the Databank in Q1 2019 have been identified. The analysis of responses to the Annual Survey will inform future wave planning. A reminder that advanced drafts of the Single Scheme Databank Templates that each relevant authority will need to populate, when requested, were circulated last December. Each organisation should be progressing the work needed to complete these templates for submission to the Single Scheme Databank when requested by DPER.

Long-Term Design Workshops



In early September work commenced on examining the end-to-end processes for a possible future Single Scheme operating model. 20 design workshops have been held with representatives from 37 RAs across all sectors. Pension administration processes have been analysed in detail and requirements gathered from key sectoral stakeholders. We would like to thank all those who have participated for their time and energy. A final wrap-up session is planned for all workshop attendees on 11 December. The outputs from these workshops will next be assessed from an IT perspective, before further analysis and a recommendation to be brought forward for decision in Q1 2019.

Website Resources

A reminder that many administrator resources are available in the Employers' area of the dedicated Single Scheme website www.singlepensionscheme.gov.ie. This should be your first port of call with any queries before making contact with DPER. Analysis of queries in 2018 has shown that 63% of queries received from Relevant Authority administrators were fully addressed by existing website content.

Relevant website resources will updated to reflect the revised March 2019 Contributory State Pension rates and the annual CPI figure, notification of which will issue by official Circular in early 2019.

Please remember to add a link to the www.singlepensionscheme.gov.ie on your intranet page to alert your Single Scheme members to the availability of a [Member Scheme Booklet](#), [Estimator Tool](#) and [At A Glance Guides](#).

For further information or to be added to/removed from the circulation list, please email singleschemequeries@per.gov.ie. Please include your Relevant Authority identification number in any correspondence and ensure that any member data is anonymised

We wish to thank everyone for their assistance with the project this year and to wish all a peaceful festive break and look forward to working with you in 2019

