



Single Scheme Administration Project

Quarterly Bulletin – Issue 15

December 2019



An Roinn Caiteachais
Phoiblí agus Athchóirithe
Department of Public
Expenditure and Reform

Welcome

Welcome to Issue 15 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:

- a link to an advance copy of the forthcoming annual Scheme survey;
- a review of Single Scheme training activities in 2019;
- an update on the Single Scheme Databank;
- an update on the long term design.

Annual Survey

We will be sending out a link to the annual survey to all Relevant Authorities in early 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 accurately calculate Pension Authority fees, for payment by DPER on behalf of all Relevant Authorities. We will take the opportunity to check in on other areas of scheme administration, including data relating to levels of compliance (annual statements etc.). The deadline for receipt will be **24 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.***

2019 Training Workshops

The Project Team completed delivery of 31 Single Scheme training workshops across the country in 2019 covering the full suite of **Modules A to F** comprising our current training programme. In total 492 administrators representing 194 Relevant Authorities participated in one or more workshop with 95% of attendees rating the quality of the training as “very good” or “excellent.”

Following the issue of [Circular 15 of 2019](#) in June a series of thirteen newly developed **Module F: Purchase and Transfer Administration** workshops providing guidance on the practical application of the circular were delivered.

Copies of all training materials used to support delivery of **Modules A to F** are available on our website [here](#). All of our training materials are based on the technical resources and supports available in Administrator Toolkits available [here](#).

In early 2020, the Project Team plans to review the delivery of future training modules. This will include scoping prospective alternate methods of training delivery.

National Implementation Steering Committee

Oonagh Buckley, D/Justice (Chair);
Colin Menton, D/PER (SRO);
Barry O’Brien, D/PER;
Paul Bolger, D/Health;
Des Dowling, D/Defence;
Eithne Fox, HSE;
Deirdre McDonnell, D/Education & Skills;
Doncha O’Sullivan, D/Justice;
Emma Reeves, D/Housing;
John Ryan, NSSO

DPER Project Team

Deirdre O’Neill, Project Manager
Michael McKeown
Shane Hennessy
Marie Corry
Ian Corrigan

Contact:

singleschemequeries@per.gov.ie



Single Scheme Databank

Onboarding to the Single Scheme Databank is progressing in waves. Onboarding for Waves 1 and 2, encompassing 32 Relevant Authorities, is now significantly progressed. Wave 3 onboarding will commence in early January. Thank you to those bodies who have worked to collate their data to ensure on-time uploading of files to the Databank by the relevant milestone dates.

Administrators are reminded that technical information related to the Single Scheme Databank, including Scheme File Templates and training supports, is available at www.singlepensionscheme.gov.ie/databank.

At this time, all bodies should be continuing to progress the preparation of Scheme Files for each year since 2013 pending a request from DPER to onboard to the Databank.

Long Term Design

Arising from Business Process and Technical Design Workshops held in late 2018 and early 2019, the Project Team have been working towards finalising outputs through engagement with Departmental and sectoral stakeholders. Work has advanced on outlining the next steps, potential governance approaches, high level costings and a recommendation for the future administrative model, which will require a Government Decision to go ahead.

Project Team changes

In October, the Project Team bid farewell to our friend and colleague Martina Hennessy who led the Project Team since its establishment in 2016. We wish Martina well in her new role. Replacing Martina, we welcome Deirdre O'Neill to the team as the new Project Manager. Deirdre joins us from the Irish Government Economic & Evaluation Service (IGEES) and will be a familiar name to many from her time in Civil Service HR Policy Division.

Team Award - Civil Service Excellence and Innovation Awards

The Single Scheme Project Team was delighted to win the **Leading Reform** category at the recent Civil Service Excellence and Innovation Awards that recognises examples of best practice and innovation across Government Departments. The team acknowledges the contribution of the many public service administrators in achieving this award through collaborative work with us on the various phases of the project.



Administrator FAQ document

The **current version** of the Administrator FAQ document can be accessed [here](#).

A significant majority of the queries that continue to be received by DPER are fully addressed in this document and in related materials available on www.singlepensionscheme.gov.ie. *Administrators are reminded that they should please always refer in the first instance to the published online resources where a technical query arises.*

For further information or to be added to/removed from the circulation list, please email 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.**



We wish to thank everyone for their assistance with the project this year and to wish all a peaceful festive break - we look forward to working with you in 2020

