Single Scheme Administration Project
Quarterly Bulletin – Issue 24
March 2022

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

Welcome

Welcome to **Issue 24** 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
- 2021 Annual Survey
- Updated Online Resources
- Single Scheme Databank Update
- Training Plans for 2022

CPI Adjustment

The 2021 inflation outcome report by the CSO was an increase. There is an adjustment required of **5.5%** on applicable referable amounts **and** for Single Scheme pensions in payment the details of which are set out in Appendix 2 of Circular 2 of 2022 which issued on the 8th of February.
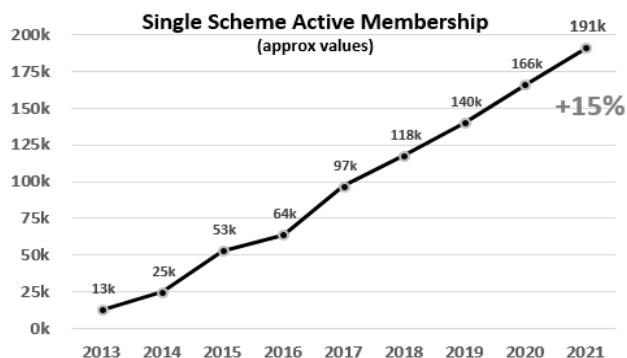
Benefit Statements Reminder

The deadline to have issued Annual Benefit Statements to members for the year ended 31 December 2021 is **30 June 2022**.

Annual Survey for 31 December 2021

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 has been an upward trend in membership to 31 December 2021, with an increase of approximately 15% in active member numbers compared with the position at 31 December 2020.*

Single Scheme Active Membership (approx values) — 2013: 13k, 2014: 25k, 2015: 53k, 2016: 64k, 2017: 97k, 2018: 118k, 2019: 140k, 2020: 166k, 2021: 191k, +15%

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Updated Online Resources

Our online Employer and Member resources have been updated to reflect Scheme Year 2022. The Administrators' Contributions and Referable Amounts Calculation Tool has been updated for 2021, as have the Annual Benefit and Leaver statement templates. The Member's Estimator Tool has not yet been updated at the date of publication, but a 2022 version will be published soon. *Please ensure you download the most recent templates before undertaking calculations*.

Single Scheme Databank

Onboarding to the Single Scheme Databank continues to progress in waves. As of January 2022, 218 Relevant Authorities have completed the onboarding process and we would like to take this opportunity to thank those bodies who have worked to collate their data to ensure on-time uploading of files to the Databank.

The onboarding of RAs will continue in 2022. All RAs who have not yet onboarded should continue to prepare Scheme Files for each year since 2013. If you have any queries around the onboarding process or the preparation of Scheme Files please email singleschemequeries@per.gov.ie

Single Scheme Databank technical information, including Scheme File Templates and training supports, is available at www.singlepensionscheme.gov.ie/databank.

All RAs are reminded that Purchase and Transfer templates were made available in Q2 2021 and are required to be uploaded to the Single Scheme Databank for 2020 onwards. The Scheme File Template and related technical information are now available on the website at the link above.

Training Plans

While the deadline for all webinar modules for Quarter 1 of 2022 has passed, if your organisation requires any new members of staff to attend any of our webinar based training modules to be delivered in Quarter 2 of 2022, please email singleschemequeries@per.gov.ie; advising which modules are of interest and the desired number of places.

It is important that you do contact us in this regard so that we can gauge interest and determine the number of sessions to schedule. As a reminder, the current webinar training programme includes:
- Module A: Recruitment and Onboarding
- Module B: Leaving Employment
- Module C: Annual Administration Activities
- Module D: Retirement Benefits Administration
- Module E: Death Benefits Administration
- Module F: Purchase and Transfer of Retirement Benefits

Please note that places on each module will only be allocated to those individuals who have not already attended that specific training module.

Administrator FAQ document

The majority of Single Scheme queries submitted to singleschemequeries@per.gov.ie are fully addressed in the Administrator FAQ document available on 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. 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.