



Single Scheme Administration Project

Quarterly Bulletin – Issue 35

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An Roinn Caiteachais Phoiblí,
Sheachadadh PFN agus Athchóirithe
Department of Public Expenditure,
NDP Delivery and Reform

Welcome

Welcome to Issue 35 of the quarterly bulletin of the Single Scheme Policy and Support team. 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
- an update on the Single Scheme Databank
- a review of Single Scheme training activities in 2024
- A note on the future Centralised Administration System
- And a reminder of the change in State Pension rate.

Annual Survey

We will be sending out a link to the annual survey to all Relevant Authorities in early January 2025 seeking data as at 31 December 2024 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 DPENDR, 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^h January 2025** 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.***

Single Scheme Databank

Reminder: 1 November 2024 was the date fixed by the Minister for organisations to make their return to the Single Scheme Databank for 2023. We would like to thank all those RAs who have completed these returns. For those who have yet to do so, there are **three** Scheme Files required for the return:

- Membership Data
- Benefit Payments Data
- Purchase and Transfer Data

You can find technical resources, including training videos and quality assurance checklists on our website here:

<https://singlepensionscheme.gov.ie/databank/employers/>

[Single Scheme Databank Training](#)

Databank specific training is held quarterly, with the most recent session taking place on the 22nd October, 2024. The next Single Scheme Databank Training session will take place on 20th February, 2025.

If you would like to express your interest in attending the next training event, please email singlescheme@per.gov.ie and include your name, organisation, RA number and contact details. The subject line for the email should read “Databank Training – February 2025”. Confirmation of places as well as supporting documentation will be circulated the week prior to the session.

DPER Single Scheme Policy and Support Team

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2024 Training Review

The team provided Administration training in Quarters 1, 2 and 4 this year. Each quarter contained 6 modules on the following topics:

- Recruitment and Onboarding
- Leaving Employment Module
- Annual Administration Activities Module
- Retirement Benefits Administration
- Death Benefits Administration
- Purchase and Transfer of Retirement Benefits

We hosted these webinars via Microsoft Teams and had over 1,800 attendees this year. We will commence training in Q1 next year, however we do not have dates organised yet for the next round of webinars.

When we do have dates, an email will be sent around to all Pension Administrators and we will ask for the details of the members they wish to have attend. We will then take note of these details and send out the link. In the meantime, you can find supporting training resources including slides for each module on the Single Pension Scheme website [here](#).

Centralised Administration System

During 2024 the Single Scheme team engaged with a wide range of stakeholders to progress the Centralised Administration System. Work continues apace, and we hope to provide you with more information during 2025. Please keep an eye out for updates in the future bulletins.

State Increase in State Pension (Contributory) Rate Pension

According to the Section 16 of the [Social Welfare Act 2024](#), the maximum State Pension (Contributory) rate will increase on 3 January 2025 from €277.30 to €289.30. Although this is the responsibility of the Department of Social Protection, we are including this notice in the bulletin to allow you to make any systems preparations required for the effects this will have on Single Scheme referable amounts and contributions thresholds.

Online Technical Supports and Guidance

You are requested to please continue to consult the dedicated Single Scheme website (www.singlepensionscheme.gov.ie) in the first instance for any technical queries. There are a series of training videos for Pensions Administrators on our website. This library can be accessed [here](#). Some of the key resources available on the website for Pensions Administrators are highlighted below:

Training Video Library
Single Scheme Circulars and Legislation
Single Scheme Booklets (standard, uniform grades and judiciary)
Member Benefits Estimator Tool (standard and uniform grades)
Lifecycle Event Toolkits (Onboarding , Retirement , Death , Purchase/Transfer , Annual Administration , etc.)
Employer Calculation Tools
Single Scheme Databank Employer Resources
Recent Employer Training Workshop Resources (Onboarding , Retirement , Death , Purchase/Transfer , Annual Administration , etc.)

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 to the team this year and to wish all a peaceful festive break - we look forward to working with you in 2025

