

# Single Scheme Administration Project

Quarterly Bulletin – Issue 37

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An Roinn Caiteachais Phoiblí Bonneagair  
Athchóiriúcháin Seirbhíse Poiblí agus Digitiúcháin  
Department of Public Expenditure Infrastructure  
Public Service Reform and Digitalisation

## Welcome

Welcome to **Issue 37** 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:

- Training Plans for summer 2025
- Benefit Statement reminder
- Single Scheme Databank Update
- Note on Pension Adjustment Orders and Additional Voluntary Contributions

### Single Scheme Policy & Support Team

Deirdre O'Neill  
Thomas Gavin  
Dermot Kinane  
Rachael Gleeson  
Finbar Ó hAnnracháin  
Carol (Yuk Kwan) Ng  
Emma Murphy  
Martina Burns  
Niamh Hanley  
Craig Flynn  
Daragh Kennedy

### Contact:

[singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie)

## Training Plans

We are pleased to announce that we are commencing our second round of Single Scheme Pension Administration Training for 2025, which will take place via Microsoft teams.

To register for a module please click on the link below for each module you wish to join, once registered an automatic webinar invite and link will be emailed to the registered person.

The scheduled dates are below:

- **Module A:** Recruitment and Onboarding: *Tuesday, 8<sup>th</sup> July* (10:30am to 12:30pm) ([Register Here](#))
- **Module B:** Leaving Employment: *Wednesday, 9<sup>th</sup> July* (10:30am to 12:30pm) ([Register Here](#))
- **Module C:** Annual Administration Activities: *Tuesday, 15<sup>th</sup> July* (10:30am to 12:30pm) ([Register Here](#))
- **Module D:** Retirement Benefits Administration: *Wednesday, 16<sup>th</sup> July* (10:30am to 12:30pm) ([Register Here](#))
- **Module E:** Death Benefits Administration: *Tuesday, 22<sup>nd</sup> July* (10:30am to 12:30pm) ([Register Here](#))
- **Module F:** Purchase and Transfer of Retirement Benefits: *Wednesday, 23<sup>rd</sup> July* (10:30am to 12:30pm) ([Register Here](#))

***\*Note: Modules A-D may not take up the full two hour allotted timeslot***

If you have any queries, please email [Singleschemequeries@per.gov.ie](mailto:Singleschemequeries@per.gov.ie).

## Benefit Statements Reminder

The deadline to have issued Annual Benefit Statements to members for the year ended 31 December 2024 is **30 June 2025**.

## Single Scheme Databank

Single Scheme Databank technical information, including Scheme File Templates and training supports, is available at [www.singlepensionscheme.gov.ie/databank](http://www.singlepensionscheme.gov.ie/databank).

### **Databank Training**

Single Scheme Databank specific training will be held on Wednesday, 2<sup>nd</sup> July 2025, the session will be hosted via MS Teams. Training will run for approximately 2 hours, from 10:30am and will cover topics including:

- Creation of the Databank;
- Functionality and accessing the Databank;
- File preparation;
- Common mistakes

There will also be a Q&A session at the end.

Please note that this session is not for Single Scheme members, it is for staff involved in the administration of the scheme. While all administration staff are welcome, we would especially encourage all new Pensions Administrators to attend.

If you wish to attend please [register here](#), once registered an automatic webinar invite and link will be emailed to the registered person.

### **Single Scheme Databank Portal Opening Date**

The Single Scheme Databank Portal for 2024 file uploads will open on the **1<sup>st</sup> July, 2025**. This allows all Relevant Authorities (RA's) time to upload the required returns to the Single Scheme Databank. The Membership, Benefits, and Purchase & Transfer files for **2024** can be uploaded to the Databank from this date (1<sup>st</sup> July, 2025). All RAs should upload these files by the **1<sup>st</sup> November, 2025**. If you require any assistance, please do not hesitate to contact the Single Scheme Databank team through the Single Scheme Helpdesk, [singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie).

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## Note on Pension Adjustment Orders and Additional Voluntary Contributions

Recently we have received personal information via post and email in relation to Pension Adjustment Orders (PAOs) and Additional Voluntary Contributions (AVCs).

There appears to be some confusion in relation to who the Trustees of the scheme are.

The "trustee" for the purposes of Single Scheme family law proceedings is the Relevant Authority. Where a Relevant Authority, in respect of pension administration, has an arrangement with a third-party administrator (a Shared Services Centre for example), then it is acceptable that the practical handling of a Single Scheme family law case be carried out by that administrator – i.e. it is acceptable for the administrator to assume the role of the trustees.

The Department of Public Expenditure NDP Delivery and Reform should not be sent these documents. We do not require or keep personal information. This should be highlighted to all Single Scheme Members in your organisation."

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## Administrator FAQ document

The majority of Single Scheme queries submitted to [singleschemequeries@per.gov.ie](mailto:singleschemequeries@per.gov.ie) are fully addressed in the Administrator FAQ document available on [www.singlepensionscheme.gov.ie](http://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](mailto: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.**