



# Single Scheme Administration Project

Quarterly Bulletin – Issue 39

December 2025



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



## Welcome

Welcome to Issue 39 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 2025
- A note on the future Centralised Database and Information System
- And a reminder of the change in State Pension rate.

## Annual Survey

We will be sending a link to the End of Year Survey on Single Scheme Administration to all Relevant Authorities in early January 2026. This survey relates to Single Scheme membership in all RAs as of 31 December 2025. The primary objective is to obtain total membership numbers for the accurate calculation of Pension Authority fees paid by DPER on behalf of all RAs. We will also take the opportunity to measure levels of compliance (issuing of Annual Benefit Statements, etc). The deadline for completion of the survey will be **30 January 2026**. **A return by all Relevant Authorities is mandatory**. To assist you, ***an advance draft of the survey questions is available on our website [here](#)***, to familiarise yourself with the information required.

## Single Scheme Databank

**Reminder: 1<sup>st</sup> November 2025** was the date fixed by the Minister for RAs to make their return to the Single Scheme Databank for 2024. We would like to thank all those RAs who have completed these returns to date. For those who have yet to do so, please upload all outstanding Scheme Files directly. There are **three** Scheme Files required for each year's 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 Access

We would ask all Heads of Function and Local Databank Coordinators (LDCs) to review those within their RA that have access to and can upload data to the Single Scheme Databank. If there have been any staff changes within your RA (i.e. LDCs/Additional Users, etc. leaving/joining) please notify us so we can arrange or remove access to the Databank. Please contact our helpdesk at [Singleschemequeries@per.gov.ie](mailto:Singleschemequeries@per.gov.ie) with the subject heading "Single Scheme Databank Access".

### DPER Single Scheme Policy and Support Team

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## 2025 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 Database and Information System

DPER, along with Revenue and the Department of Social Protection, continue to work on the design of a software system to aid Relevant Authorities in the administration of the Single Scheme. The name of the system has been changed. It will no longer be called the Centralised Administration System (CAS) and will instead be known as the Centralised Database and Information System (CDIS), more accurately reflecting its purpose and function. Work continues in further developing the functional specification for the system and preparation of a Request for Tender (RFT) document. The team will update Relevant Authorities as work progresses on the design, development and piloting of the system throughout 2026. In the meantime, any queries can be directed to [singlepensionscheme@per.gov.ie](mailto:singlepensionscheme@per.gov.ie).

## Increase in the rate of Contributory State Pension

The maximum State Pension (Contributory) rate will increase from €289.30 to €299.30. 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.

## Funding for Pensions

Please note that pensions should not be deducted from Single Pension Scheme contributions. Finances to cover the costs of pensions should be secured during the annual budget setting activities.

This is covered in [Questions 15 and 16](#) of the FAQ document.

For further information or to be added to/removed from the 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.

*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*

