

Single Scheme Administration Project

Quarterly Bulletin – Issue 40

March 2026



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

Welcome

Welcome to **Issue 40** 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
- Training Plans for 2026
- Single Scheme Databank Update
- 2025 Annual Survey
- Note on Single Scheme Centralised Database and Information System

CPI Adjustment

The CSO recently reported that Consumer prices rose by 2.8% over the 12 months to December 2025. Therefore, there is an adjustment required of **2.8%** on applicable referable amounts and for Single Scheme pensions in payment, the details of which are set out in Appendix 2 of [Circular 5 of 2026](#) that issued on the 20th of January 2026.

Training Plans

We are pleased to announce that we are commencing our first round of Single Scheme Pension Administration Training for 2026, 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, 3rd March (10:30am to 12:30pm) [Register HERE - Module A](#)
- Module B: Leaving Employment: Wednesday, 4th March (10:30am to 12:30pm) [Register HERE Module B](#)
- Module C: Annual Administration Activities: Tuesday, 10th March (10:30am to 12:30pm) [Register HERE - Module C](#)
- Module D: Retirement Benefits Administration: Wednesday, 11th March (10:30am to 12:30pm) [Register HERE Module D](#)
- Module E: Death Benefits Administration: Tuesday, 24th March (10:30am to 12:30pm) [Register HERE Module E](#)
- Module F: Purchase and Transfer of Retirement Benefits: Wednesday, 25th March (10:30am to 12.30pm) [Register HERE Module F](#)

*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

Benefit Statements Reminder

The deadline for issue of Annual Benefit Statements to members for the year ended 31st December 2025 is **30th June 2026**.

Single Scheme Administration Team

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Outstanding Single Scheme Databank Files

The date set by the Minister PER for relevant authorities to make their statutory returns to the Single Scheme Databank (the Databank) was **1st November 2025** for 2024 data. We would like to thank all those Relevant Authorities who have already completed these returns.

For the small cohort who have yet to do so, there are **three** Scheme Files required for **immediate** return:

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

This Department will be engaging directly with each Relevant Authority that has failed to comply with their statutory obligation to submit data to the Databank by the prescribed deadline i.e. **1st November 2025**.

If you have any queries regarding Databank returns, please email singleschemequeries@per.gov.ie.

Databank Training

Databank training will be held on **Thursday, 26th March**. This session will commence at 10:30am and will be hosted via MS Teams. The session will run for approximately 2 hours and will cover topics including:

- Establishment of the Databank
- Data Protection
- Functionality and accessing the Databank
- File preparation and upload (including demo)
- Common mistakes
- Q&A Session

Please note 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 would like to attend the training, please [register here](#).

Annual Administration Survey for 31st December 2025

Thank you to all Relevant Authorities that responded to our annual survey. A reminder has issued to RAs that have not replied to date.

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.

Single Scheme Centralised Database and Information System (CDIS)

Work on the development of the Single Scheme CDIS is ongoing. Resources are currently focused on engagement with the Office of the Revenue Commissioners (payroll reporting process) and the Department of Social Protection (tendering for the centralised system) in respect of system design specification and operation. Separately, the CDIS team is focused on progressing the drafting of the legislation required to underpin the establishment and operation of the CDIS. The team will be reaching out in due course to all Relevant Authorities in respect of the centralised system as part of its change management and communications strategy. In the meantime, any queries can be directed to singleschemequeries@per.gov.ie.

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.**