



Welcome

Welcome to Issue 22 of the quarterly bulletin of the Single Scheme Administration 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:

- Rerun of training modules
- Action Plan - update
- Single Scheme Databank Update

Training

The Administration Support Team have recently issued emails in relation to a series of training webinars to be delivered over the next few weeks. As communicated to Relevant Authority contacts, we will be delivering the full suite of Single Scheme Training webinars across all six training modules starting with “Module A – Recruitment and Onboarding” on Tuesday the 7th of September. If you did not receive the email invitation to the training webinars with registration details and you would like to register to attend some or all of the training webinars please email singleschemequeries@per.gov.ie and we will be happy to provide the details.

Numbers registered for all six training webinars are high so if you are scheduled to attend it is important to log-on 10-minutes before each webinar is scheduled to start to allow any minor technical issues to be addressed and ensure connectivity. All webinars will begin at 2:30pm sharp. A reminder of the modules is below.

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

Single Public Service Scheme Action Plan 2021/22

As you know, our [Single Public Service Scheme Action Plan](#) was published earlier this year. The Action Plan set out targets and actions to be achieved by Relevant Authorities and provides for the formation of Single Scheme Steering Committee to oversee its implementation. The inaugural meeting of the Steering Committee was held in July with further meetings to take place in September and December. The Sectoral Focus Group, also provided for in the Action Plan, continues to meet on a monthly basis and discusses the progress being made in achieving the targets, amongst other things. Work on an Annual Report to Government will commence in Q4 of this year, detailing the progress being made.

DPER Single Scheme Administration Support Team

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Single Scheme Databank

204 Relevant Authorities have completed the onboarding process in Waves 1-10. Wave 11 onboarding has commenced, with advanced engagement having taken place throughout the summer. Thank you to those Relevant Authorities and Shared Services who have worked to collate their data to ensure on-time uploading of files to the Databank to date. ***The remaining RAs not yet onboarded will commence onboarding in Q4 2021 and should continue to prepare Scheme Files for each year since 2013.***

Please be advised that **1 November 2021** is the date fixed by the Minister for organisations to make their statutory return to the Single Scheme Databank and a further notification requiring that organisations upload files by that date will issue in due course. There are **three** Scheme Files required for the 2020 return:

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

There are no changes to the format of the Scheme Membership File or Benefit Payment file template files previously published.

Purchase and Transfer Data Scheme File

A new Scheme File to collect **data on Purchase and Transfer of Retirement Benefits under the Single Public Service Pension Scheme (Circulars [15/2019](#) and [6/2020](#))** is being rolled out from the Scheme File return year 2020.

A Purchase Transfer Data template, suggested QA Checklist and updated Databank Template Descriptions Document have been added to the [website technical resources](#).

You are reminded that **all files, including nil returns, should undergo comprehensive local quality assurance prior to being uploaded** to the Single Scheme Databank using the DGVT Databank Application at <https://dgv.gov.ie>

Purchase and Transfer Data Scheme File - Data Privacy Notice

The **Data Privacy Notice** has been updated on our website at <https://singlepensionscheme.gov.ie/privacynotice/> to reflect the new data being collected in the Purchase Transfer Data Scheme File. RAs should take steps to ensure the most up to date Data Privacy Notice is available to members.

Single Scheme Databank technical information, including Scheme File Templates and training supports, is available at www.singlepensionscheme.gov.ie/databank. If you have any queries around the onboarding process or the preparation of Scheme Files please email singleschemequeries@per.gov.ie with "Databank" in the subject line.

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.**