

## Welcome

Welcome to the eighth quarterly bulletin on the Single Scheme Administration Project. This bulletin aims to share information with all administrators involved in the Single Public Service Pension Scheme regarding project work underway in this area.

This bulletin includes information on our next training workshop, the new circular on CPI and notes on the recent annual survey.

## Single Scheme Training Workshops – Leaving Employment & Annual Administration Activities

The project team is developing training modules to cover processes around members Leaving Single Scheme Employment (other than through retirement or death) and Annual Administration Activities. Training will be run in conjunction with Public Affairs Ireland and **will be scheduled from late March to early May** in Dublin, Limerick and the Midlands.

Training will be delivered over a one day workshop covering two modules – “Leaving Single Scheme Employment” and “Single Scheme Annual Administration Activities”. These modules are specifically targeted at pension and pay administrators who have day-to-day operational responsibility for Single Scheme administration.

Invitations will issue shortly and will be organised so that participants from similar organisations are grouped to attend sessions together. **We would appreciate your assistance in ensuring the invitations, when issued, reach the appropriate staff that undertake the day-to-day Single Scheme administration within your organisations.**

## CPI Adjustment

A new Circular on CPI adjustments issued on the 13 February and is available on the website ([Circular 3 of 2018](#)). There is an adjustment required of 0.4% on applicable referable amounts **and** for Single Scheme pensions in payment.

Please note that we have updated our [online toolkits](#), including the [Administrators’ Contributions and Referable Amounts Calculation Tool](#), to take account of the recent circular. **Please ensure you download the most recent templates before undertaking calculations.** Administrators are requested to review the Single Scheme website resources and consult with their colleagues prior to raising a technical queries with DPER.

### National Implementation

#### Steering Committee

Oonagh Buckley, WRC (Chair);  
Colin Menton, D/PER (SRO);  
Peter Brazel, D/PER;  
Teresa Cody, D/Health;  
Paula Lyons, NSSO;  
Des Dowling, D/Defence;  
Deirdre Mason, D/HPLG (interim);  
Eithne Fox, HSE;  
Deirdre McDonnell, D/Education & Skills;  
Doncha O’Sullivan, D/Justice

#### DPER Project Team

Martina Hennessy, Project Manager  
Michael McKeown  
Shane Hennessy  
Marie Corry  
Finbar Ó hAnnracháin  
Fergal Carty  
Brian Hogan  
Carol (Yuk Kwan) Ng  
Stephen Dunne

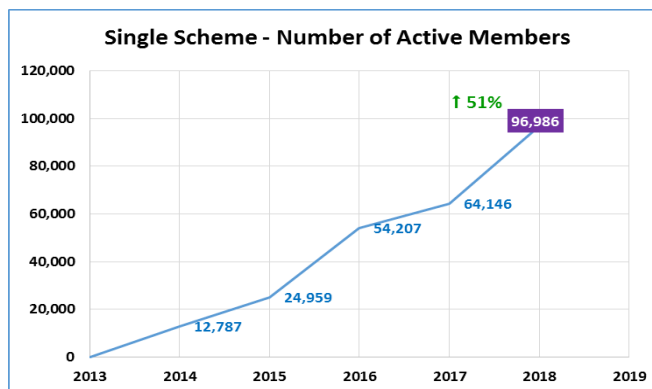
#### Contact:

singleschemequeries@per.gov.ie

## Annual Survey on Single Scheme Membership

The short annual survey has been completed painlessly! Thank you all for your prompt replies. This generates some key statistics on the Scheme, and is also necessary in order for the Pension Authority fees for all Scheme members to be paid centrally on behalf of all relevant authorities.

The graph shows the Single Scheme membership as measured on 31 December each year. Membership has grown substantially since 2013. The number of active members at 31 December 2017 was **96,986** - an increase of 51% from the previous year.



Summary responses to the annual survey have been shared with the Single Scheme National Implementation Steering Committee (see overleaf for details of this Committee's membership). ***For those organisations that have not complied with their legal obligations to issue statements, it is important that this is reflected in your organisation's risk register and plans developed (and documented) as to how your organisation intends to address this non-compliance.***

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## Databank Preparation

The technical work associated with the development of the Single Scheme Databank is on schedule, with the Databank due to be operational from this summer. A reminder that advanced drafts of the Single Scheme Databank Templates that each relevant authority will need to populate, when requested, were circulated in December. *Each organisation should be assessing and planning the work involved to complete these templates for submission to the Single Scheme Databank when requested by DPER.*

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## Benefit Statements Reminder

Administrators are reminded that the deadline to have issued Annual Benefit Statements to members for the year ended 31 December 2017 is **30 June 2018**.

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## Website Reminder

A reminder that many administrator resources, including an FAQ that addresses common queries, are available on the dedicated website [www.singlepensionscheme.gov.ie](http://www.singlepensionscheme.gov.ie). This should be your first port of call with any queries, before making contact with DPER.

