



## Welcome

Welcome to the twelfth quarterly bulletin on 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 bulletin includes an update on training workshops planned for this year, the survey results and the status of the Databank and Long-term design projects and a note on the Annual Benefit Statements and the circular adjusting the CPI. There is also a reminder of resources available on the Single Scheme website.

## CPI Adjustment

A new Circular on CPI adjustments issued on 11 February 2019 and is available on the website ([Circular 3 of 2019](#)). There is an adjustment required of **0.7%** on applicable referable amounts **and** for Single Scheme pensions in payment.

## Updated Online Resources

Our [online toolkits](#), including the [Administrators' Contributions and Referable Amounts Calculation Tool](#), and [Statement templates](#), as well as the [Member's Estimator Tool](#) have recently been updated to take account the CPI adjustment required under Circular 3 of 2019 and the forthcoming change to the rate of the Contributory State Pension from 25 March 2019. *Please ensure you download the most recent templates before undertaking calculations.*

**REMINDER:** Please ensure that you bring the availability of the Single Scheme website and the Estimator Tool to the attention of your members via your organisation's intranet or newsletter. ***The recent annual survey shows that only 50% of organisations have promoted the availability of these important resources to their Single Scheme members.***

## Benefit Statements Reminder

Administrators are reminded that the deadline to have issued Annual Benefit Statements to members for the year ended 31 December 2018 is **30 June 2019**.

## Training Workshops

The Project Team will deliver re-runs of the training modules over the coming months.

From end March	<b>Leaving Employment &amp; Annual Administration Activities</b> (1 day session)
From end April	<b>Recruitment &amp; Onboarding</b> (half-day session)
From end May	<b>Retirement &amp; Death Benefits Administration</b> (1 day session)

### National Implementation Steering Committee

Oonagh Buckley, D/Justice (Chair);  
Colin Menton, D/PER (SRO);  
Peter Brazel, D/PER;  
Teresa Cody, D/Health;  
Des Dowling, D/Defence;  
Paula Lyons, NSSO;  
Eithne Fox, HSE;  
Deirdre McDonnell, D/Education & Skills;  
Lorraine O'Donoghue, D/HPLG;  
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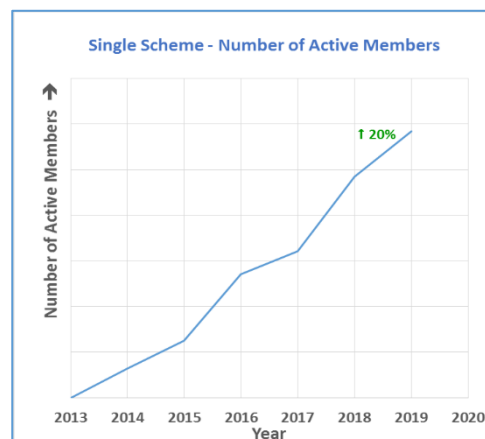
These modules are specifically targeted at pension and pay administrators who have day-to-day operational responsibility for Single Scheme administration and **specifically those who may not yet have had an opportunity to attend previous training workshops**. Invitations and further details will issue shortly. Workshops will be held in Dublin and regional locations.

**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.**

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## Annual Survey 2019

Thank you to everyone for your replies to our annual survey. 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. *Preliminary analysis of survey results confirms upward trend in membership, with indications of a 20% year-on-year increase in the number of active members.*



## Databank Development

The technical development of the Single Scheme Databank has concluded and Wave 1 bodies for onboarding to the Databank from the start of Q2 2019 have been identified. The analysis of recent responses to the Annual Survey will inform future wave planning. A reminder that advanced drafts of the Single Scheme Databank Templates that each relevant authority will need to populate, when requested, were previously circulated. Each organisation should be progressing the work needed to complete these templates for submission to the Single Scheme Databank when requested by DPER.

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## Long-Term Design Workshops

Following on from the completion of end-to-end **Business Processes Development Workshops** in late 2018, a series of three **Technical Design Workshops** were held over January and February. Participants included ICT subject matter experts (SME) from key sectors across the Public Service and we would like to thank all for their valuable input. The primary purpose of these sessions was to get expert input on the future options for the Single Scheme from an ICT perspective, while identifying potential risks and approaches to adopt, based on experiences in the implementation of other large scale projects across the public service. Outputs are now being collated and documented, with an assessment of potential governance approaches and high level costings also underway. All of this information will inform the decisions to be made in the coming months on the optimal future model to be taken forward.

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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**

