Single Scheme Administration Project
Quarterly Bulletin – Issue 14
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An Roinn Caiteachais
Phoiblí agus Athchóirithe
Department of Public
Expenditure and Reform

Welcome

Welcome to the fourteenth 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:

- information on planned Single Scheme Training Workshops relating to the recent Purchase and Transfer Circular;
- an update on the Single Scheme Databank;
- a reminder about the updated Scheme Administrator FAQs.

Training Workshops

New training workship **Module F - Purchase & Transfer**

As noted in our last project bulletin, DPER **Circular 15 of 2019** "*Purchase and Transfer of Retirement Benefits under the Single Public Service Pension Scheme*" has issued to all Relevant Authorities.

The Purchase and Transfer arrangements set out in the Circular come into force on **1 October 2019.**

We are currently developing content for a new training Module F on Purchase and Transfer. It is expected that up to 17 workshops will be delivered from end September through to early November 2019, based on demand.

The training workshops will be held in Dublin, Tullamore, Limerick and invitations will issue within the next few days. The module will be a half-day in duration.

This training module will be aimed primarly at Pensions Administrators with day-to-day responsibility for the administration of purchase and transfer requests from Single Scheme members. Attendees will be asked to do some preparatory work in advance of workshops and be familiar with the provisions of Circular 15 of 2019.

We would appreciate your assistance in ensuring that training invitations, once issued, reach the appropriate colleagues with responsibility for day-to-day Single Scheme administration within your organisation.

National Implementation Steering Committee

Oonagh Buckley, D/Justice (Chair);
Colin Menton, D/PER (SRO);
Barry O'Brien, D/PER;
Paul Bolger, D/Health;
Des Dowling, D/Defence;
Eithne Fox, HSE;
Deirdre McDonnell, D/Education & Skills;
Doncha O'Sullivan, D/Justice;
Emma Reeves, D/Housing;
John Ryan, NSSO

DPER Project Team
Martina Hennessy, Project Manager
Michael McKeown
Shane Hennessy
Marie Corry
Ian Corrigan

Contact:
singleschemequeries@per.gov.ie

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Single Scheme Databank

The Single Scheme Databank has been completed and this represents an important milestone for the project team in terms of implementing a decision of Government to ensure that all Scheme data from 2013 is safeguarded.

The Project Team would like to acknowledge the involvement of the many Relevant Authorities that gave of their time and expertise to participate in the Databank Working Group and the subsequent pilot.

Wave 1 bodies are now at an advanced stage in their preparations for onboarding to the Databank, having completed Databank induction workshops in recent weeks. A readiness assessment for future wave onboarding, supplemented by any learnings from the first wave of onboarding, is presently underway.

Subsequent to the recent town hall event, updated Databank resources have recently been published to the dedicated Databank section of the Single Scheme website at www.singlepensionscheme.gov.ie/databank, and include:

- Scheme File Templates
- Templates Description Document
- Template Quick Reference Sheets
- Video Tutorials for key tasks
- Quick Reference Guides
- Quality Assurance Checklists
- Databank Privacy Notice

At this time, all bodies should be continuing to progress the preparation of Scheme Files for each year since 2013 pending a request from DPER to onboard to the Databank.

If you are interested in your organisation being considered for onboarding to the Databank in an early wave, please make contact with us by emailing singleschemequeries@per.gov.ie.

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Administrator FAQ document

An **updated version** of the Administrator FAQ document was published on 19 June and can be accessed **here**.
A significant majority of the queries received by DPER are fully addressed in this document and in related materials available on www.singlepensionscheme.gov.ie . *Administrators are reminded that they should please always refer in the first instance to the published online resources where a technical query arises.*