Single Scheme Administration Project
Quarterly Bulletin – Issue 33
June 2024

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

Welcome

Welcome to **Issue 33** 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:

- Training Plans for summer 2024
- Benefit Statement reminder
- Single Scheme Databank Update
- Reminder on Data Protection

Training Plans

We are pleased to announce that we are commencing our second round of Single Scheme Pension Administration Training for 2024. Training will take place via Microsoft teams scheduled on the dates below:

- **Module A:** Recruitment and Onboarding: *Tuesday 11th June* (10:30am to 12:30pm)
- **Module B:** Leaving Employment: *Wednesday 12th June* (10:30am to 12:30pm)
- **Module C:** Annual Administration Activities: *Tuesday, 18th June* (10:30am to 12:30pm)
- **Module D:** Retirement Benefits Administration: *Wednesday, 19th June* (10:30am to 12:30pm)
- **Module E:** Death Benefits Administration: *Tuesday, 25th June* (10:30am to 12:30pm)
- **Module F:** Purchase and Transfer of Retirement Benefits: *Wednesday, 26th June* (10:30am to 12.30pm)

*Note: Modules A-D may not take up the full two hour allotted timeslot

If your organisation requires any members of staff to attend any of our webinar based training modules, please forward details as below to (singleschemequeries@per.gov.ie) no later than close of business on **Friday, 7th June**:

- Full-name and contact work email/s for participants (please do not provide personal email addresses)
- Your organisation name
- Module/s of interest

Benefit Statements Reminder

The deadline to have issued Annual Benefit Statements to members for the year ended 31 December 2023 is **30 June 2024**.

Single Scheme Policy & Support Team

Deirdre O'Neill
Thomas Gavin
Dermot Kinane
Finbar Ó hAnnracháin
Carol (Yuk Kwan) Ng
Emma Murphy
Martina Burns
Niamh Hanley
Craig Flynn
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Contact:
singleschemequeries@per.gov.ie

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Single Scheme Databank

Single Scheme Databank technical information, including Scheme File Templates and training supports, is available at www.singlepensionscheme.gov.ie/databank.

Databank Training
Single Scheme Databank specific training will be held on Thursday, 13th June, 2024, the session will be hosted via MS Teams. Training will run for approximately 2 hours and will cover topics including:

- Creation of the Databank;
- Functionality and accessing the Databank;
- File preparation;
- Common mistakes

There will also be a Q&A session at the end.

Please note that 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 email singlescheme@per.gov.ie and include your name, organisation and contact details. The subject line for the email should read "June 2024 - Databank Training". Confirmation of places as well as supporting documentation will be circulated the week prior to the session.

Single Scheme Databank Portal Opening Date
The Single Scheme Databank Portal for 2023 file uploads will be opening from the 1st July, 2024. This allows all Relevant Authorities (RA's) extra time to upload the required returns to the Single Scheme Databank. The Membership, Benefits, and Purchase & Transfer files for **2023** can be uploaded to the Databank from this date (1st July, 2024). All RAs should upload these files by the **1st November, 2024**. If any problems are encountered, please do not hesitate to contact the Single Scheme Databank team through the Single Scheme Helpdesk, singleschemequeries@per.gov.ie.

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Reminder – Data Protection ⚠

All administrators are reminded **NOT TO INCLUDE ANY PERSONAL INFORMATION RELATING TO MEMBERS** in any queries you submit to DPENDR. Queries should be forwarded on an anonymised basis only. Personal data should also not be included with banking remittance details, in the filename of any attachments appended to e-mails or in the email subject line.

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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.