

PUBLIC SERVICE PENSION SCHEME FOR VOLUNTEER DEVELOPMENT WORKERS

Explanations and instructions for completing application form

Public Servants employed in the Republic of Ireland, who serve on 'volunteer terms' as Development Workers and are co-funded by Irish Aid may have pension contributions paid, covering up to a total of two years service, under certain conditions.

The main features of this scheme are:

- It applies to service as a Development Worker after 1 January 1995
- It is available to those who serve for six consecutive months or more
- The applicant must already be a member of a public service pension scheme at the start of his/her assignment
- The assignment must be co-funded by Irish Aid
- The applicant must be a public servant on an authorised leave of absence or a career break
- This cover is available for a maximum of 24 months in total

Who is a VDW?

Volunteer Development Workers (VDWs) are those who are in receipt of an allowance broadly similar to local level salaries in the country in which they work. This would include those who

- Are on 'volunteer terms' with their sending agency
- Who receive a local salary
- Who receive a small local salary plus a small supplement
- Whose assignment is to a recognised developing country. A developing country is any country that has been designated as such by the Department of Social and Family Affairs, in conjunction with the Department of Foreign Affairs, having regard to the criteria of the Development Assistance Committee of the OECD.

As a VDW, what do you need to do?

1. Clearly identify your pension status and the appropriate pension paying authority, which is not always the same as the employer.
2. Complete Part 1 of the attached application form.
3. Have Part 2 completed by your employer and send it to your sending agency. Your sending agency must then complete part 3 and forward the form to Irish Aid.
4. Ensure that you have a copy of the completed form for future reference.
5. When you return to Ireland, check that the Pension Paying Authority has invoiced Comhlámh for the contributions.

Then what?

Once Irish Aid co-funding is confirmed, the form is sent by Irish Aid, after completion of Part 4, to the Pension Paying Authority, who then completes Part 5 and sends the form to Comhlámh, the Irish Association of Development Workers. Pension contributions are paid annually by Comhlámh when invoices are received from the Pension Paying Authority.

Finally

The responsibility for ensuring that invoices are sent to Comhlámh rests with **you**, the assignee. All claims for payment must be made within twelve months of the end of the qualifying service, after which neither Irish Aid nor Comhlámh can accept any responsibility in the matter.

Further Information

For any queries relating to the PSPS, please contact Stuart White (stuart@comhlamh.org)

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