


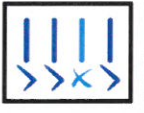



ANNEXURE 3: ACI IMPORTANT DATES

Task	Q1		Q2			Q3			Q4			Remarks	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov		Dec
Questionnaires: Changing the language split 		October 28 th 2018			January 27 th		April 28 th		July 28 th				
Requesting additional questionnaires 		February 20 th			May 22 nd		August 21 st		November 20 th				To be done on the SPMT (⇨ "Info" page) if necessary.
Modifying the airports in the customized panel 		March 3 rd			June 2 nd		September 1 st		December 1 st				
Updating the editing rules 		March 3 rd			June 2 nd		September 1 st		December 1 st				To be done on the SPMT (⇨ "Edits" page) if necessary.
Completed questionnaires received by TNS 		March 14 th			June 14 th		September 13 th (due to weekend)		December 13 th (due to weekend)				Questionnaires arriving after these dates will not be included in the results.
<small>Airports subscribing to monthly reports: To receive results on the 4th of the month, the completed questionnaires must be received by the 25th of the previous month. Exception: For the last month of the quarter, the deadline is compliant with the Main programme. Therefore all questionnaires must be received by the 14th (Q1&Q2) / 13th (Q3&Q4).</small>													

*All dates refer to end of day Eastern Standard Time (EST).