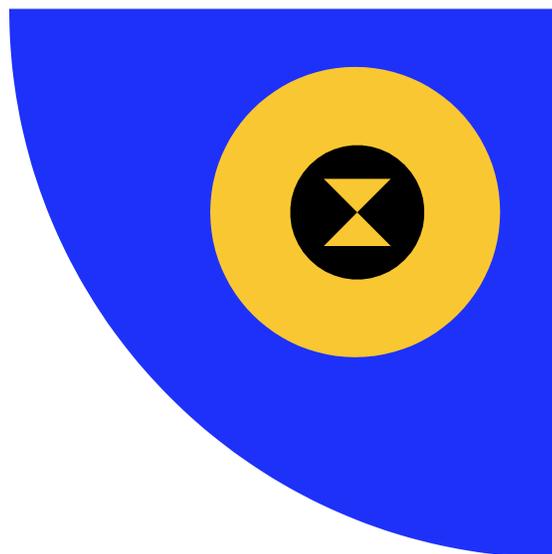


# ACMG Data Collection 2020

## BI tool process



All ACMG Participant Airlines are advised to report their data through the ACMG BI Tool, by following the below instructions. For best user experience, please use the ACMG BI Tool in Google Chrome browser.

1. **Terms & Conditions:** the principal contact needs to successfully login at <https://acmg.iata.org> and access the Data Input module (middle icon from the upper right-side menu). The Terms & Conditions are available here and need to be read, accepted and **SUBMITTED**. This will automatically trigger a confirmation email with a pdf copy of the Terms and Conditions sent via email.



#### Participation agreement

##### The ACMG Program

Today airlines' data-driven strategies require a trusted data source to keep a tight control over cost drivers and performance data. ACMG is an industry-wide airline cost data benchmarking initiative launched by IATA, with the aim to share best practices for effective cost management, analyze major cost drivers and various industry cost trends from a centralized global data repository and support the industry effort in managing airline cost drivers.

##### Annual ACMG Participation Fee

To be considered an ACMG 2019 Participant and become eligible to access the ACMG BI tool an airline must submit their annual airline cost and operational metrics (2018) in the required ACMG standard format and agree to the annual ACMG participation fees. The annual participation fee for ACMG 2019 membership is USD2,500. Payment of the annual fee shall be made via the IATA Clearing House within thirty (30) days of receipt of the completed ACMG 2018 data toolset.

Please indicate your acceptance of these payment terms and the additional terms and conditions further down on this page by "CHECKING" the box below.

##### ACMG Participation – Key Deliverables

- Access to Airline Cost and Operational benchmark information through the Business Intelligence (BI) webtool ([acmg.iata.org](https://acmg.iata.org)) for a period of 12 months.
- Up to 5 individual user accounts per airline.
- 3 complementary passes to the annual Airline Cost Conference (ACC) - only airline staff, passes non-transferable.

##### Terms and Conditions

These terms and conditions (Terms and Conditions) set forth the terms and conditions for the collection and use of operational cost data (Data) provided by airlines (Airlines and each an Airline), participating in the Airline Cost Management Group (ACMG) via the ACMG Data toolset (Toolset), for use in the preparation of annual airline operational cost reports (Reports and each a Report) issued by the International Air Transport Association (IATA).

##### License and Use

The Airline grants to IATA a non-exclusive, worldwide, perpetual, royalty-free right to use the Data (i) for preparation of, and inclusion in, the Reports; and (ii) in de-identified and/or consolidated formats in other IATA reports or publications aiming to improve industry cost structure. All right, title and interest in and to the Reports shall be owned by IATA. IATA shall grant to each participating Airline a non-exclusive, non-transferable, worldwide, perpetual right to use the Reports for its internal activities, subject to the confidentiality restrictions set out below. IATA agrees to preserve the confidentiality of the Data, subject, however, to the license and use rights granted to IATA by the Airline under these Terms and Conditions. The Reports shall be made available only to Airlines that participated in the Data collection process. Airlines may not disclose all or part of a Report to a third party without IATA's prior written consent. Nothing in the foregoing shall be interpreted as prohibiting an Airline from disclosing its own Data to a third party.

##### Disclaimer & Liability

THE REPORTS SHALL BE FURNISHED BY IATA TO PARTICIPANT AIRLINES ON AN "AS IS" AND "AS AVAILABLE" BASIS. IATA DISCLAIMS ALL WARRANTIES OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF QUALITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT, IN RELATION TO A REPORT OR ANY OF ITS CONTENT. IATA SHALL NOT BE LIABLE FOR ANY LOSS WHICH MAY ARISE FROM THE USE OF A REPORT OR THE INFORMATION CONTAINED THEREIN. ALTHOUGH EVERY EFFORT HAS BEEN MADE TO ENSURE ACCURACY, IATA SHALL NOT BE HELD RESPONSIBLE FOR ANY LOSS OR DAMAGE CAUSED BY ERRORS, OMISSIONS, MISPRINTS OR MISINTERPRETATIONS OF THE CONTENT OF A REPORT. TO THE MAXIMUM EXTENT PERMITTED BY LAW, IN NO EVENT SHALL IATA BE LIABLE FOR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES WHATSOEVER, INCLUDING ANY CLAIMS FOR LOST PROFITS, BUSINESS INTERRUPTION, INABILITY TO STUDY, TEACH OR LEARN, LOST INFORMATION OR OTHER DAMAGES ARISING OUT OF THE USE OR INABILITY TO USE A REPORT. IN ALL EVENTS, IATA'S SOLE OBLIGATION OR LIABILITY UNDER THESE TERMS AND CONDITIONS SHALL NOT EXCEED THE FEES PAID FOR ONE (1) ANNUAL MEMBERSHIP IN ACMG.

These Terms and Conditions shall be construed in accordance with, and governed by the laws of, the Province of Quebec (Canada) and the applicable laws of Canada, notwithstanding any conflict of law provisions. The Airline hereby agrees to the exclusive jurisdiction and venue of the courts of the Province of Quebec (Canada) to resolve any disputes arising under these Terms and Conditions.

Please check here to indicate that you have read and agree to the above payment terms and the Terms and Conditions further below on this page.

SUBMIT

2. **Download/ Upload the toolset**: Once the acceptance process is done, the Data Input module will be revealed to all the members of the team, and it will look as in the below screenshot. From this point onwards, the process can be finalized by any other person, not necessarily by the principal contact. Once you have already collected the data internally, and now you will need just to upload the excel file (in .xlsm format, as downloaded) in the ACMG BI Tool.

### INPUT DATA

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#### Upload Workbook

+ INFO



Drag and drop your workbook here or click on the upload button to import your data.

UPLOAD WORKBOOK

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DOWNLOAD WORKBOOK

### VIEW & EDIT FORMS

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FORM 1

#### Airline Revenue & Employment Cost

Go to Form 1 + INFO

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FORM 2

#### Systemwide Expenses

Go to Form 2A + INFO

#### Detailed Cost Information per Aircraft

Go to Form 2B + INFO

3. **Validation**: once the upload is done, you will see a new table appearing on the main page, called "My data collection", containing all the forms you had in the excel file, with status Created. Each form needs to be validated, by accessing the pencil icon (Edit) in the Actions column.

**My data collection**

Name	Created	Updated	Year	Status	Actions
Form 1	6/28/2019		2018	Created	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Form 2	6/28/2019		2018	Created	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
A320 Airbus	6/28/2019		2018	Created	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Send to review

This action will take you inside the created forms. Here you will need to press **Validate** button, located at the bottom of the form as seen below. For Form1, please take into consideration that there are 2 categories: Revenues & Employees, and once pressing **Validate** please make sure you are checking **Employees** tab too.

**Airline Revenue & Employment Cost**

Fiscal Year: 2018 | Status: Validated

**Revenues** | **Employees**

TOTAL AIRLINE OPERATING REVENUE	NON-OPERATING REVENUES AND EXPENSES	SALARIES & COMPENSATIONS
<b>Ticket Sales *</b> <input type="text" value="1111111111"/>	<b>Fuel and Oil Hedging</b> <input type="text"/>	<b>Flight Deck Crew</b> <input type="text" value="5555555"/>
<b>Ancillary Revenue *</b> <input type="text" value="11111111111111"/>	<b>Foreign Exchange Gain</b> <input type="text"/>	<b>Maintenance and Overhaul</b> <input type="text" value="55555555"/>
<b>Cargo Revenue *</b> <input type="text" value="22222222"/>		<b>Station and Ground Crew</b> <input type="text" value="55555555"/>
<b>Total Airline Operation Revenue</b> <input type="text"/>		<b>Cabin Attendants</b> <input type="text" value="555555555"/>
<b>Other Operating Revenues *</b> <input type="text" value="222222222"/>		<b>Passenger Services</b> <input type="text" value="55555555555"/>
		<b>Reservations, Ticketing, Sales and Promotion</b> <input type="text" value="555555555555"/>
		<b>IT and Communications</b> <input type="text" value="55555555"/>
		<b>Finance</b> <input type="text" value="55555555555"/>
		<b>Human Resources</b> <input type="text" value="555555555"/>
		<b>Procurement</b> <input type="text" value="0.00"/>
		<b>Other</b> <input type="text" value="5555555555555555"/>
		<b>General and Administrative</b> <input type="text"/>

BACK | SAVE | **VALIDATE**

4. **Submission:** If you have successfully validated all the forms, the “My data collection” table on the main page of the module will have all the forms in Validated status and the color will change to green (please see below screenshot as example). As well, a confirmation button will appear, as highlighted in red below. Once you confirm that the process is completed from your side by ticking the box, the [Send to review](#) button will become available and by pressing it, you will successfully submit the data to IATA. Following this action, you will receive an automatic email confirming your data submission to us.

#### My data collection

Name	Created	Updated	Year	Status	Actions
Form 1	6/25/2019	6/25/2019	2018	Validated	  
Form 2	6/25/2019	6/25/2019	2018	Validated	  

Click here and confirm that the input process has been completed before sending your data to validation

CONFIRM

Send to review

In addition, to further simplify the process of data reporting for our participants, we’ve conducted and recorded a series of webinars, guiding the users through the data reporting steps, validation and submission process. The video is available here: [ACMG BI Tool Data Reporting Steps](#).

For any further assistance, please do not hesitate to contact us:

Data related queries:

[ACMG@iata.org](mailto:ACMG@iata.org)

BI Toolqueries:

[ACMGIBISupport@iata.org](mailto:ACMGIBISupport@iata.org)