



Document Number: **PRM27-04**
Title: **Test Session Re-Scheduling Process**
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The test sessions which were scheduled for March 2020 had to be postponed due to the Covid19 situation. They have been re-scheduled for September and October 2020. The Covid19 situation did not improve, so that test sessions had to be postponed again. Other test sessions have been scheduled meanwhile as well. This raised the question on how to re-schedule the test sessions in a fair way.

The issue was discussed in the IOP Test Engineers workshop on 8 Sep 2020 with the present manufacturers. The following re-scheduling algorithm was agreed:

1. For each scheduled test session ISCOM agrees with the involved manufacturers a date for a decision meeting. At the meeting a decision is taken together whether the test session can be conducted as planned or needs to be postponed. ISCOM will document the decision meeting (date, involved people, evidence of restrictions/limitations, decision, actions if any). The manufacturers should have sufficient time after the decision meeting to arrange travel and equipment for the test session.
2. Scheduled test sessions are listed on the TCCA website and will be kept there until the decision meeting
3. If the decision meeting decides to go ahead, the test session will go ahead.
4. If the decision meeting decides to postpone the meeting, the session will be put into the 'queue'
5. The queue is a second table on the website with postponed test sessions. It will show the original planned sessions dates.
6. The sessions in the queue are listed in the sequence of when they were ordered from ISCOM (date when the order form was received).
7. Any test session in the queue can ask ISCOM to re-schedule them, i.e. assigning new testing dates and a decision meeting date.
8. After ISCOM received a re-schedule request it will ask the first session in the queue if they want to be re-scheduled. The session host and participants should response withing 2 working days.
9. If the session does not want to be re-scheduled (or did not respond in time), ISCOM will ask the next session in the queue, until the session is reached which has requested the re-scheduling.
10. If the session wants to be re-scheduled ISCOM will agree new dates for them, taking into account the availability of all involved parties. Re-scheduled sessions are listed in the first table on the website. The dates of the postponed sessions will be kept for information. The agreement of the new dates shall be done as quickly as possible but latest 5 working days after the re-scheduling was agreed.
11. The sessions participants can pick any suitable date which is available, not necessarily at the end of all sessions. To support this process ISCOM will keep an updated schedule on the website which shows all allocated test days and the available test days (i.e. test days where ISCOM engineers are available for testing).
12. Proceed with the next session in the queue as outlined above.
13. New requested sessions can first pick any suitable and available date if there is no pending re-scheduling in process.