**Communication guidelines/process associated with SPID Migrations**

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**Version History:**

This Best Practice was created by Renee Dillon, AT&T for the Number Portability Industry Forum and accepted on 02/14/2024.

**Background:**

**PIM 148** - LNPA Process for handling Pending ‘like’ Subscription Versions impacted by a SPID Migrationwas introduced to the NPIF at the October 2022 Meeting to provide attention in how the current processes of communication do not adequately address situations when the LNPA is supporting the SPID Migration activities when cancellation of ‘Pending Like’ Subscription Versions to allow for the SPID Migration to continue as scheduled.

**Documentation Referenced:**

* **Functional Requirements as specified in the FRS**
* **Additional process details as described in the SPID Migration M&P (SPIDMigrationRequest\_UDOC\_007)**

**Decisions/Recommendations:**

**Service Providers should ensure that they have a SPID Migration contact if/when the contact receives a broadcast email related to the Final Report from a SPID Migration. Service Providers should take responsibility for working the Final Report for those pending SVs that were cancelled by the LNPA.**

For offline migrations only, if Pending-Like SVs/NPBs exist (that is, those with a status of Pending Conflict, Cancel-pending, or Failed, see example below), the SPID Migration cannot be processed by the NPAC/SMS. Two reports are generated by the NPAC/SMS; a Preliminary report X(10 & 3) days prior to the SPID Migration & a Final report when NPAC has ‘cleaned’ the records so that the NPAC can process the SPID Migration.

These files are currently placed on an sFTP server and available by SPID/region. A broadcast email is sent out to the **SPID Migration mail lists\*** indicating availability of the Preliminary report(s) and when SMURF files are available during the Sunday maintenance window for the SPID Migration weekend. Note: There is no additional notification that the Final report was sent, as it is assumed that the SMURF file email notification is sufficient.

Per the M&P, service providers should check:

* for the Preliminary Report(s) to determine if any updates can be made to the local system prior to the SPID Migration.
* for the Final Report to determine if any updates are needed to the local system.

Pending-Like SV impact example:

SPID Migration ‘From’ SPID: 516C ‘To’ SPID: 7125 where a Pending Subscription Version (SV) is porting from SPID 516C to SPID 6214

\*The email recipients should get access to the sFTP site (assistance, if needed, by the LNPA) to acquire the reports as well as communicate these reports to their Port Support Staff