# Review and Update of CNA Roster

The CNA Coordinator is responsible for maintaining an accurate roster of CNAs, their primary and secondary contacts, and their scopes. This roster is posted publicly on the CVE website with public contact information for each CNA. A separate, internal version is also maintained with both public and individual contact information for each CNA. For example, TechCompany may want the general public to use cert@techcompany.com as the contact point for CNA issues, and so that e-mail address will be publicly posted to the CVE website. The CNA Manager would also have the contact information for the individuals at TechCompany responsible for maintaining TechCompany’s CNA relationship with the CVE team.

CNAs are required to update the CNA Coordinator directly whenever there are changes to their contact information.

The following information is recorded for each CNA and posted to the website:

* CNA name;
* CNA scope; and
* Public contact information.

Additionally, the following information is recorded for each CNA for the internal version:

* Primary contact name, address, phone number, and email address; and
* Alternate contact name(s), address, phone number(s), and email address(es).

The internal version of the roster is available to the CVE team, the CVE Editorial Board, and other CNAs.

The roster is reviewed by the CNA Coordinator yearly for accuracy. Upon review, an announcement of the updated roster is made to the Editorial Board, and the public CNA contact page is updated and dated. Between scheduled reviews, as changes to the roster occur, the Editorial Board is notified and the public CNA contact page is updated. These changes include the addition or removal of CNAs or modifications to the existing CNAs’ contact information.