

February 2024

Dear CoDA members

**Public Liability Insurance for in-Person Meetings / Groups / Retreats**

**Period of cover:** **1st March 2024 – 28th February 2025**  
**To:** *All groups meeting in-person*  
**Suggested contribution (optional):** *£10 contribution to the NSC  
paid to the NSC by bank transfer or NSC PayPal transfer  
(email [NSCtreasurer@codauk.org](mailto:NSCtreasurer@codauk.org) for payment details)*  
**Insurers:** *Markel UK Ltd, [Website](#)*

At the May 2023 CoDA UK National Service Committee meeting, it was agreed that public liability insurance cover under the Markel UK Ltd group policy for **CoDA UK meetings would be automatically provided to all CoDA groups who meet in-person and whose meeting provider requires public liability insurance cover.** There will no longer be a minimum contribution required from groups.

Groups will automatically be covered **on the condition that**

1. Your group representative contacts the NSC treasurer by email to provide some details (see bulleted list below) [NSCtreasurer@codauk.org](mailto:NSCtreasurer@codauk.org)
2. If you wish to send a donation, the **suggested** amount is £10, however **this is not a condition of cover.** Payments should be marked 'PLI or T7 + name of your meeting', to help me identify where the payment originates.

For payment details, please send an email to [NSCtreasurer@codauk.org](mailto:NSCtreasurer@codauk.org)

Please send an email to the treasurer [NSCtreasurer@codauk.org](mailto:NSCtreasurer@codauk.org), providing the following details, after which the insurance certificate and other documents will be sent to you:

1. name of your group (as shown on the CoDA UK website)
2. the day/s your meeting takes place
3. group contact's email address
4. name of group contact
5. group contact's mobile phone number
6. address of the meeting venue

The above details will be maintained in line with GDPR, and not shared with outside parties, except to the Insurers in the event of an insurance claim, and to send reminders or emails to the email address listed in point 3 above (group contact).

**(REMINDER: please email [NSCtreasurer@codauk.org](mailto:NSCtreasurer@codauk.org) of any change of email address, or new email addresses)**

Your group may choose to opt in at any stage during the year.

I look forward to hearing from you. If you have any questions, please do not hesitate to get in touch.

Yours in service  
Treasurer, National Service Committee (UK)  
[NSCtreasurer@codauk.org](mailto:NSCtreasurer@codauk.org)