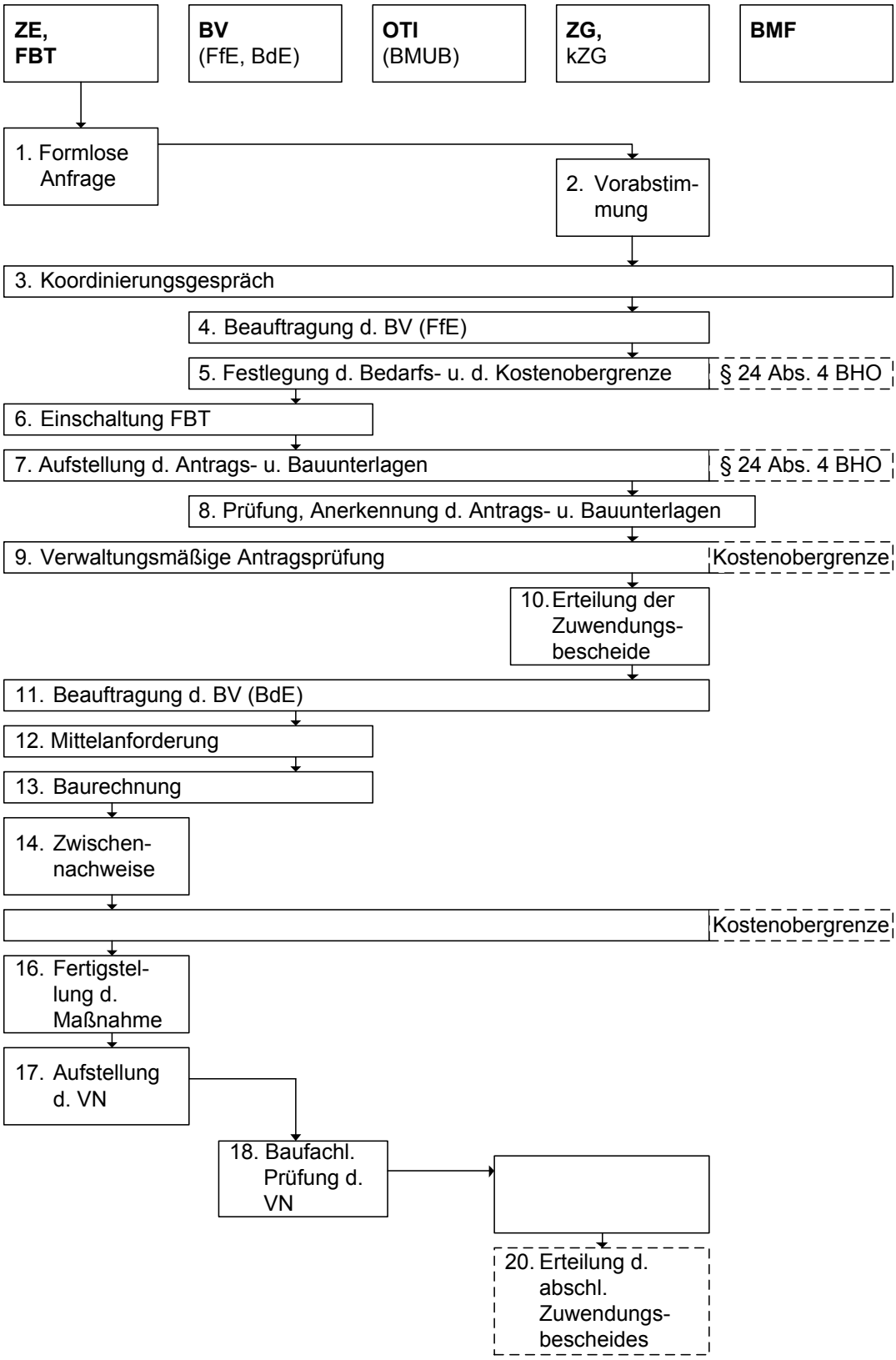Verfahrensschema