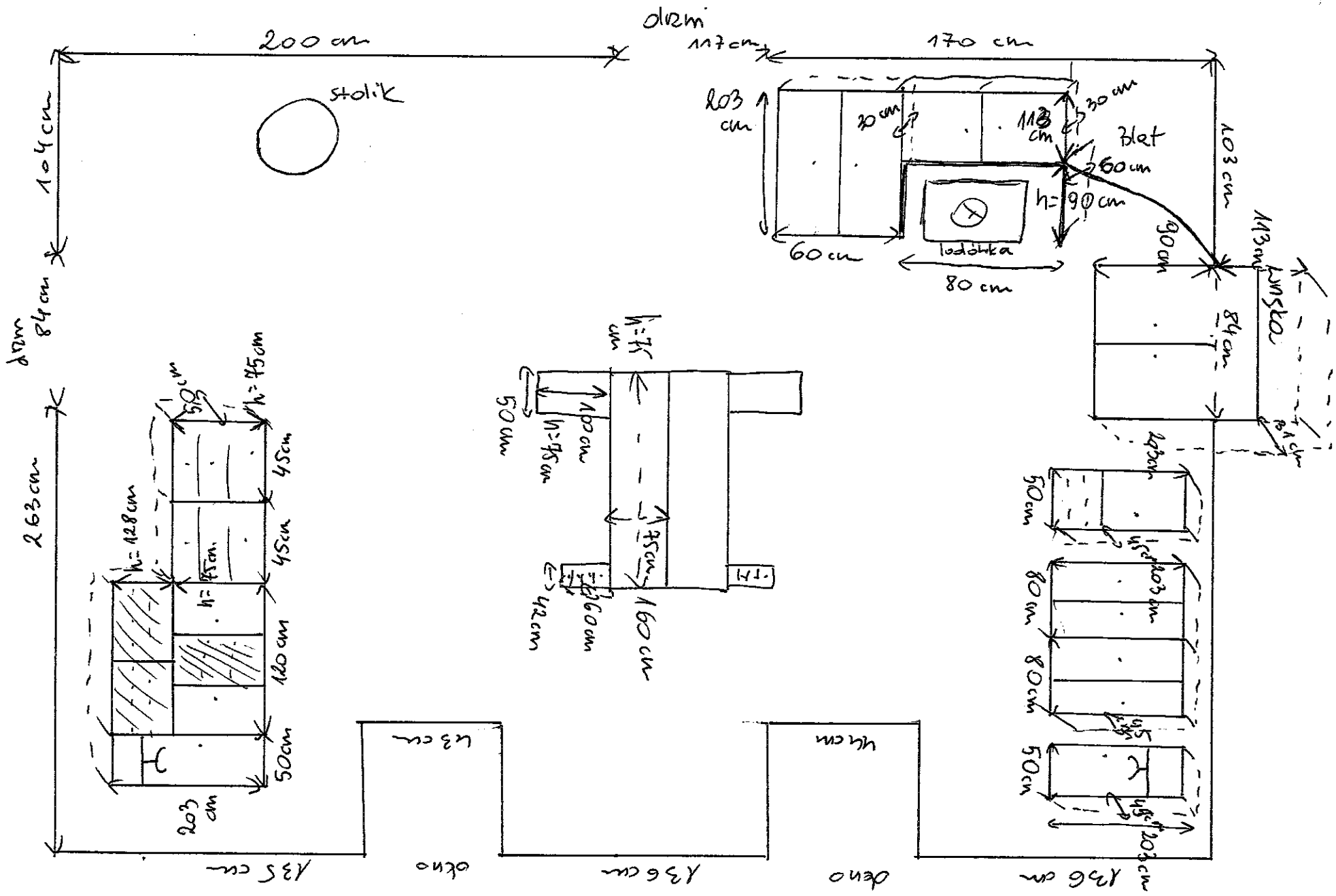SEKRETARIAT