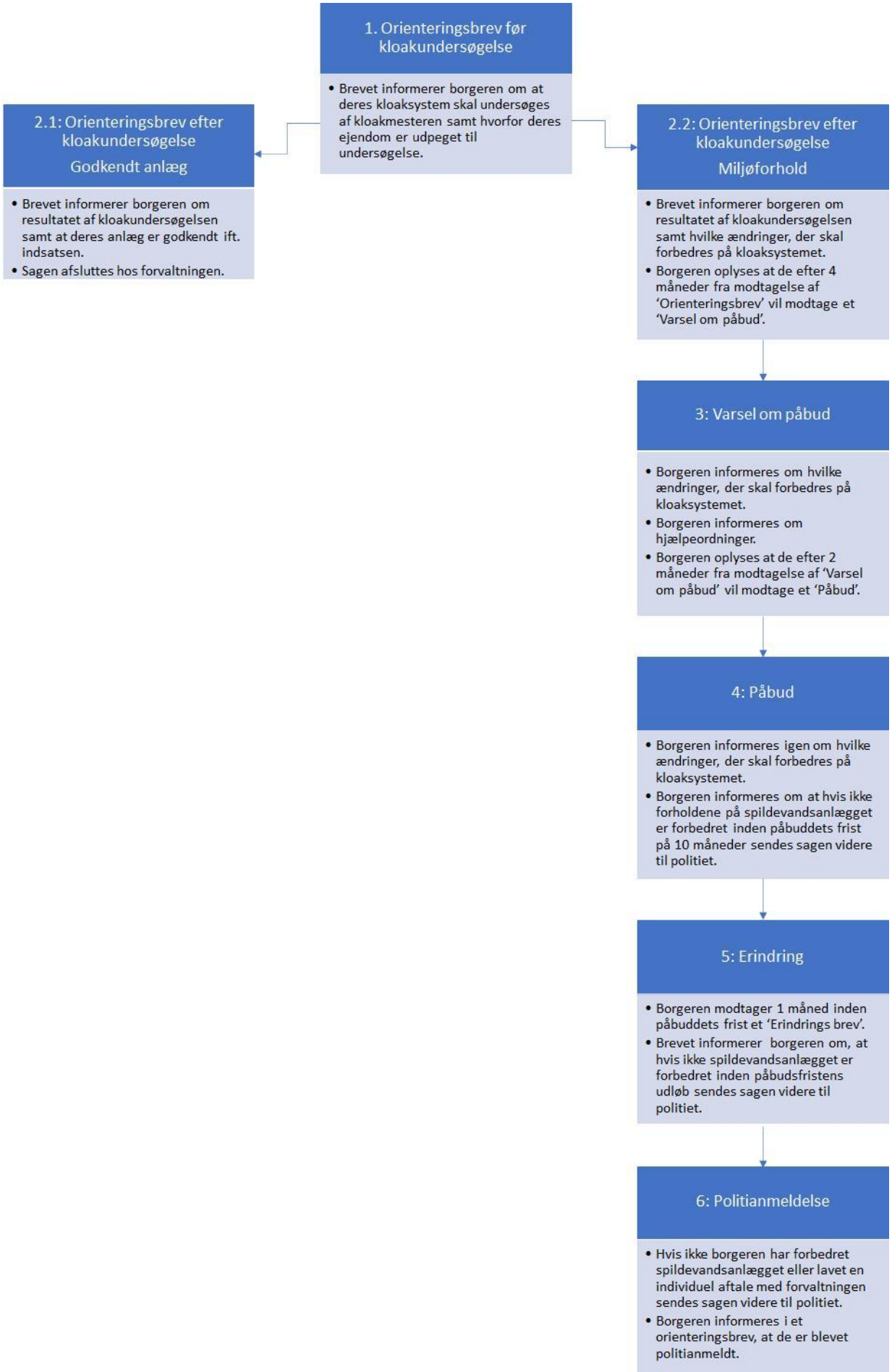Bilag 1: Procedure for sagsbehandling