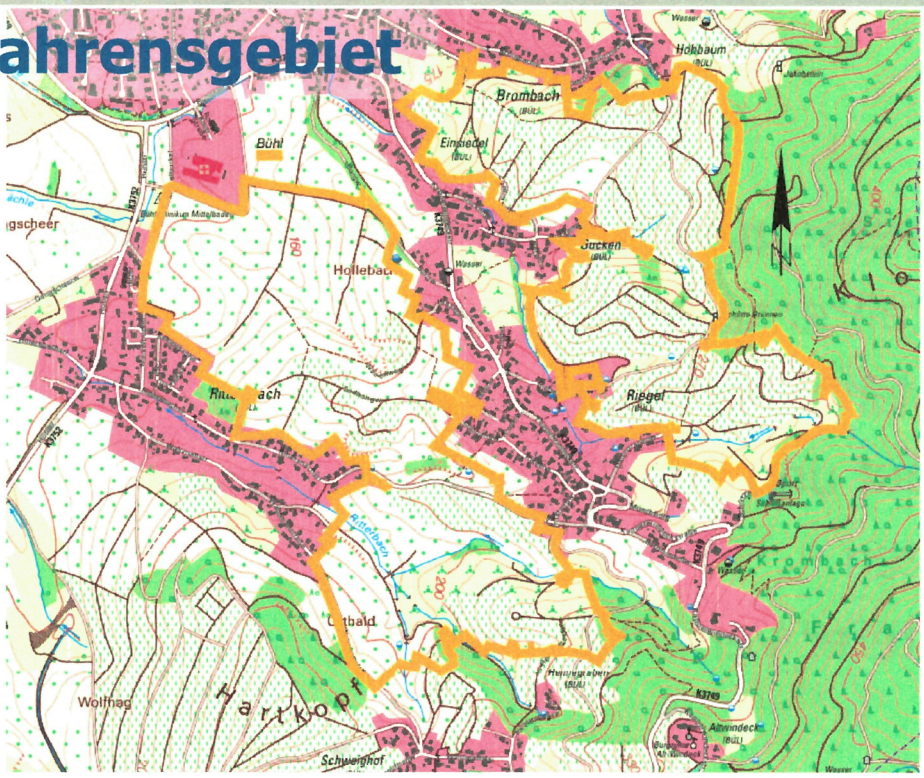Verfahrensgebiet