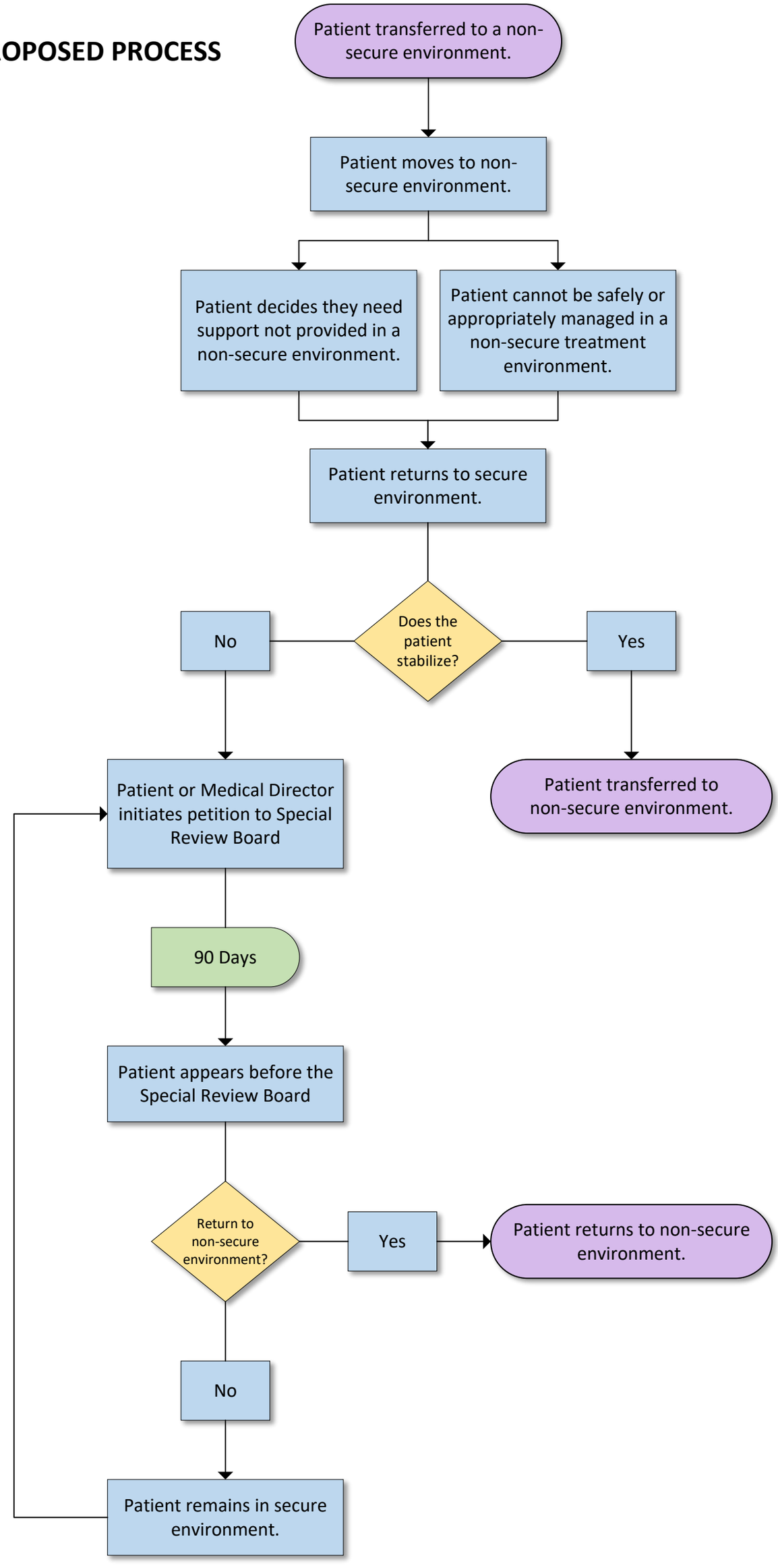PROPOSED PROCESS