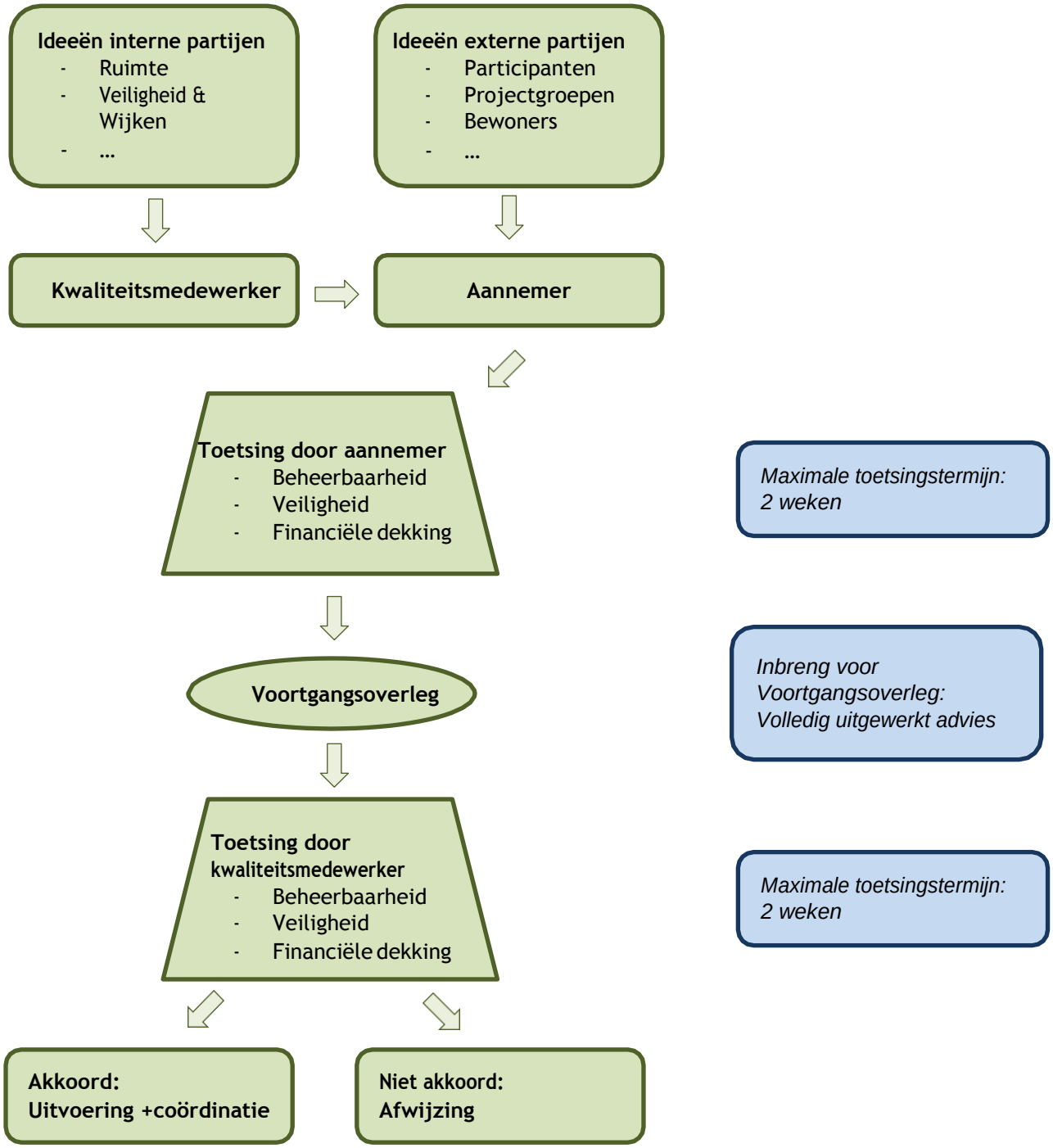Procesbeschrijving samenwerking