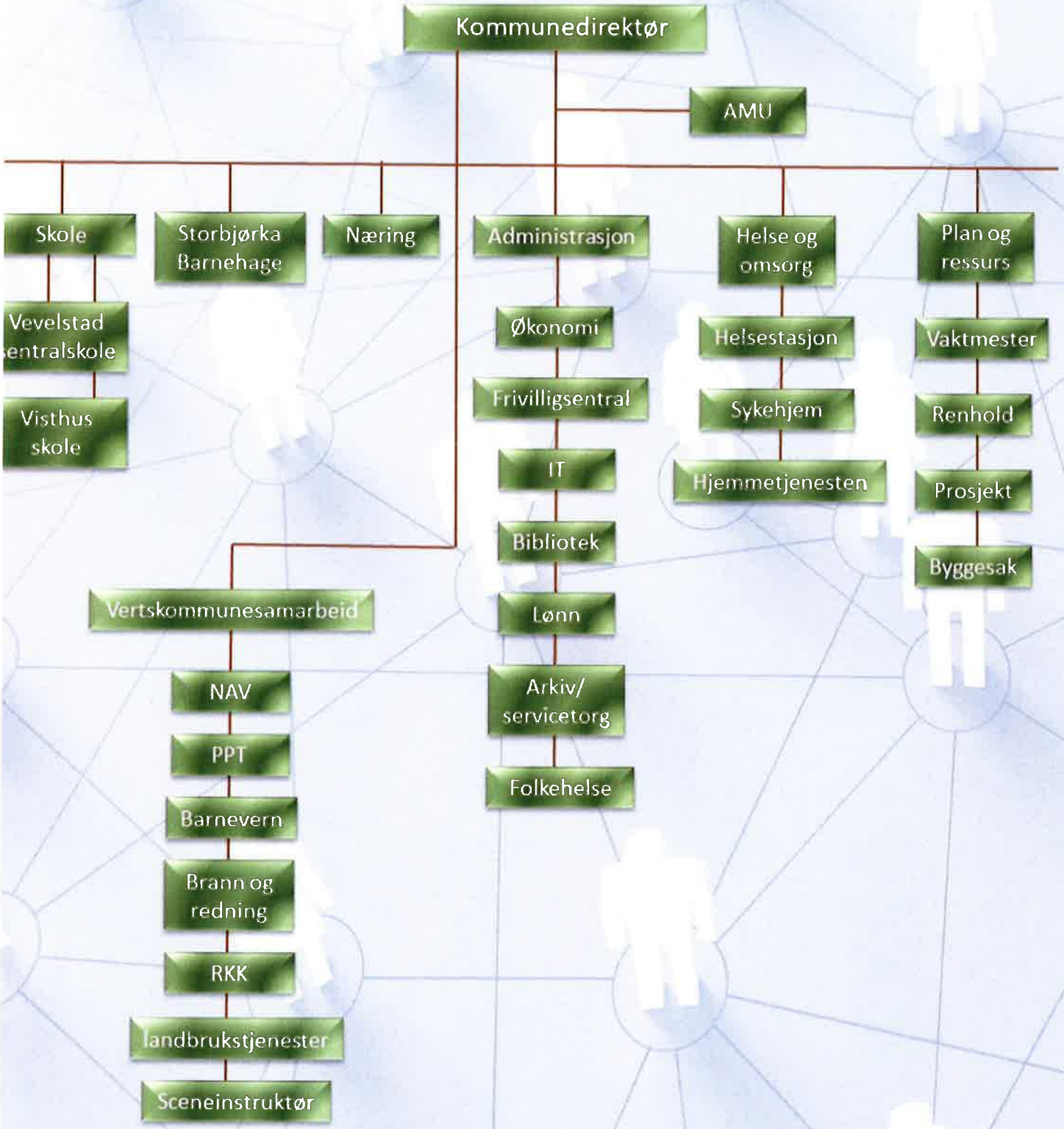Admistrativ organisering