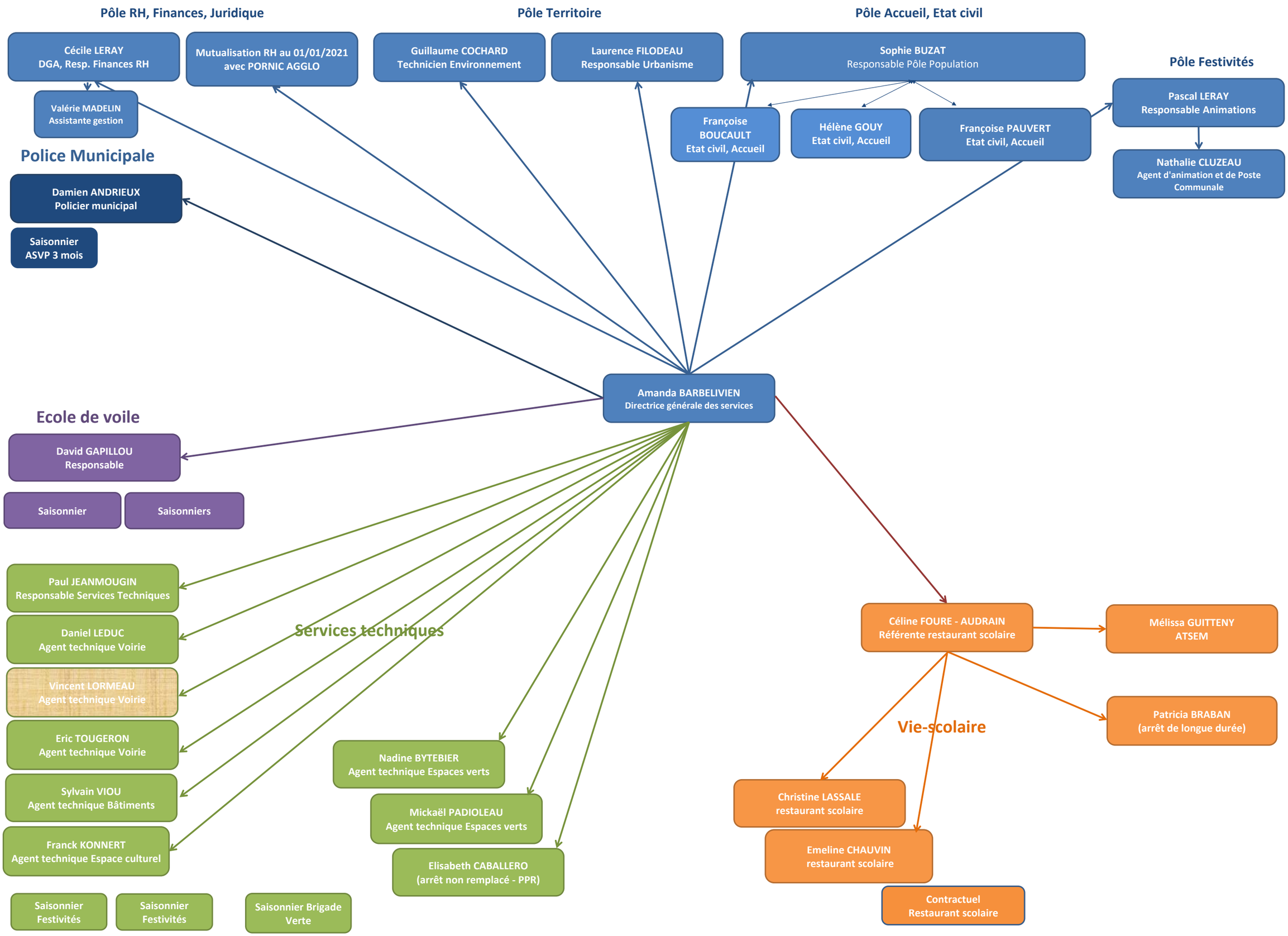Administratif