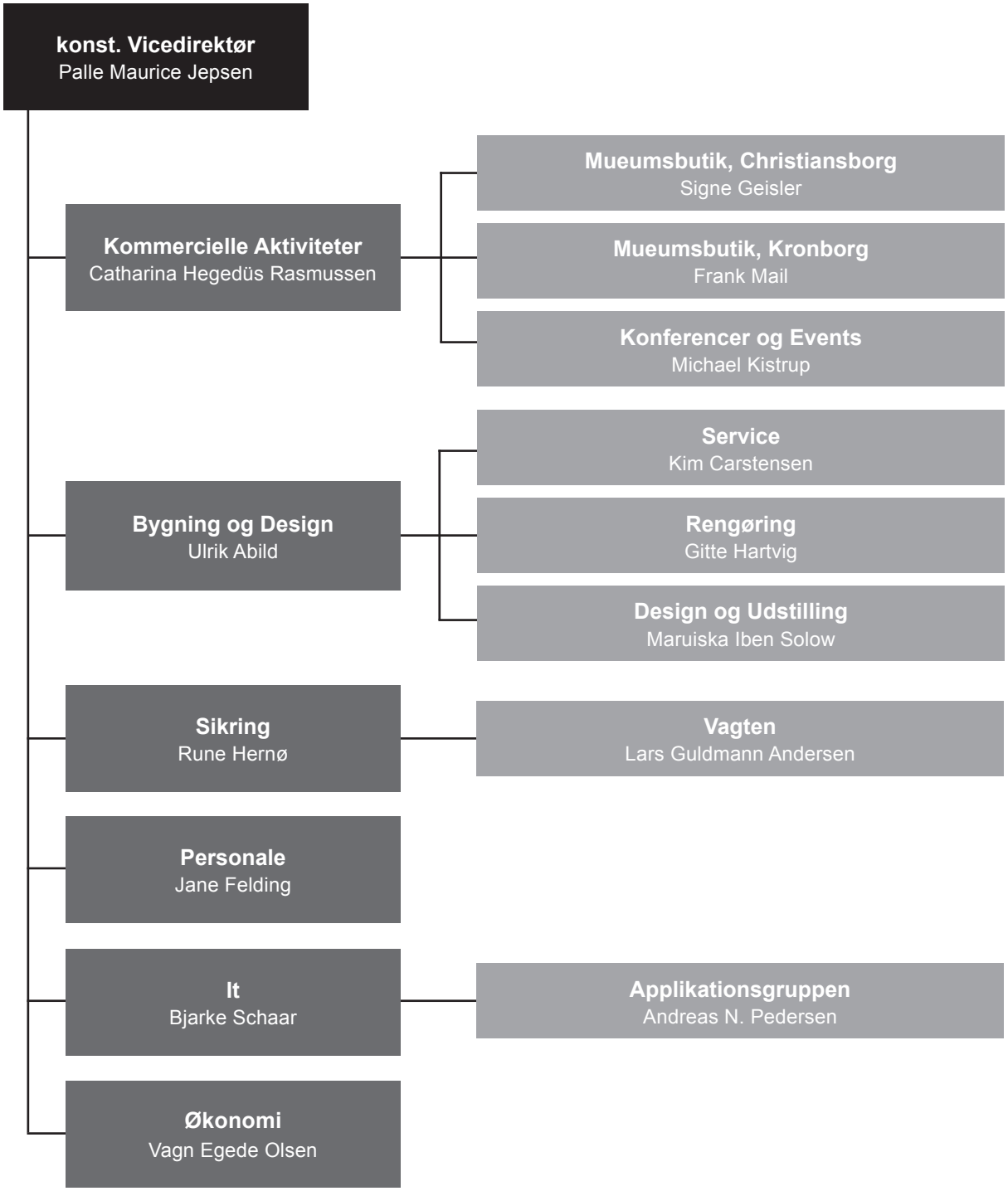Drift og Administration