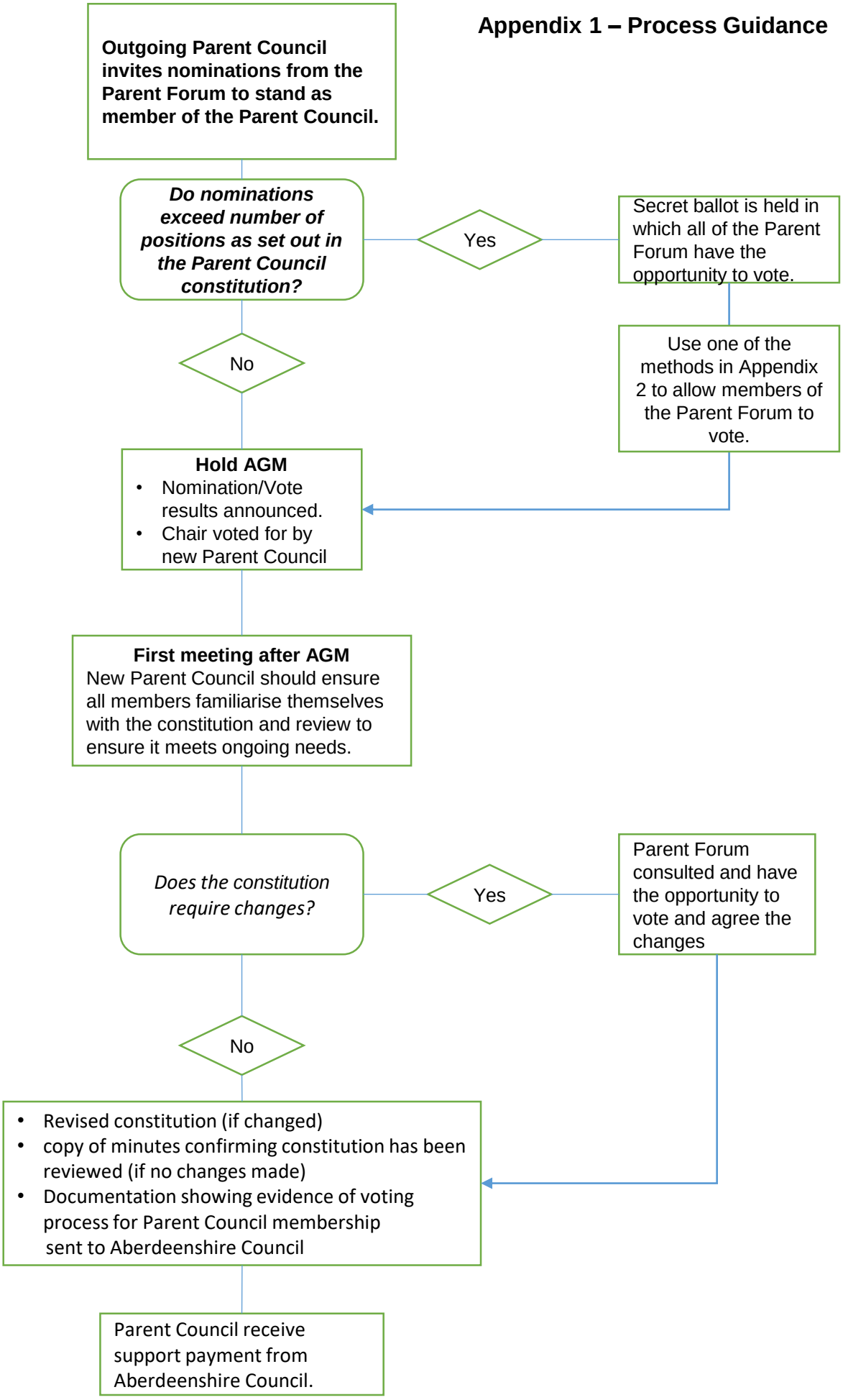Appendix 1 – Process Guidance