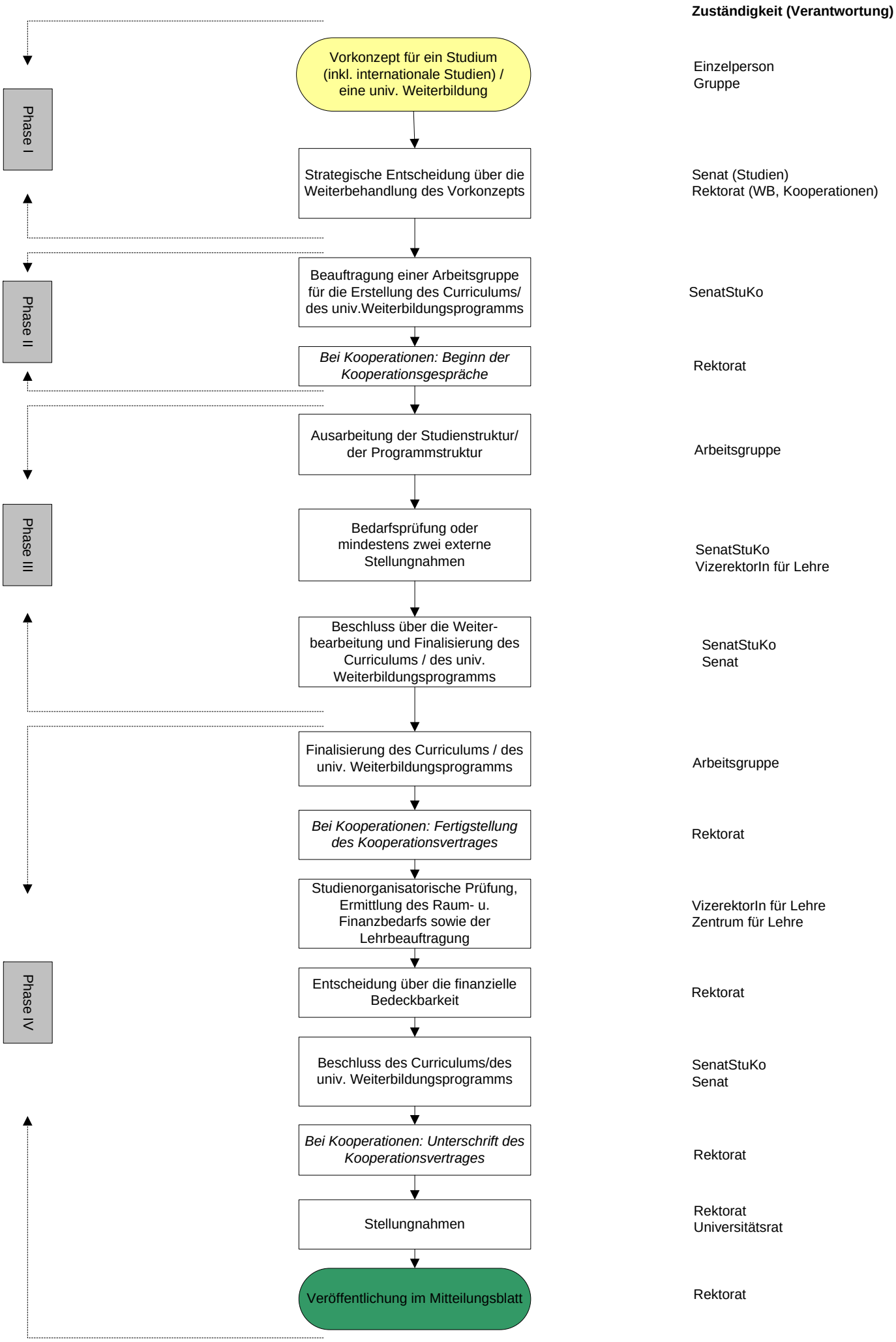Verbindliche Richtlinie Ablaufplan Übersicht