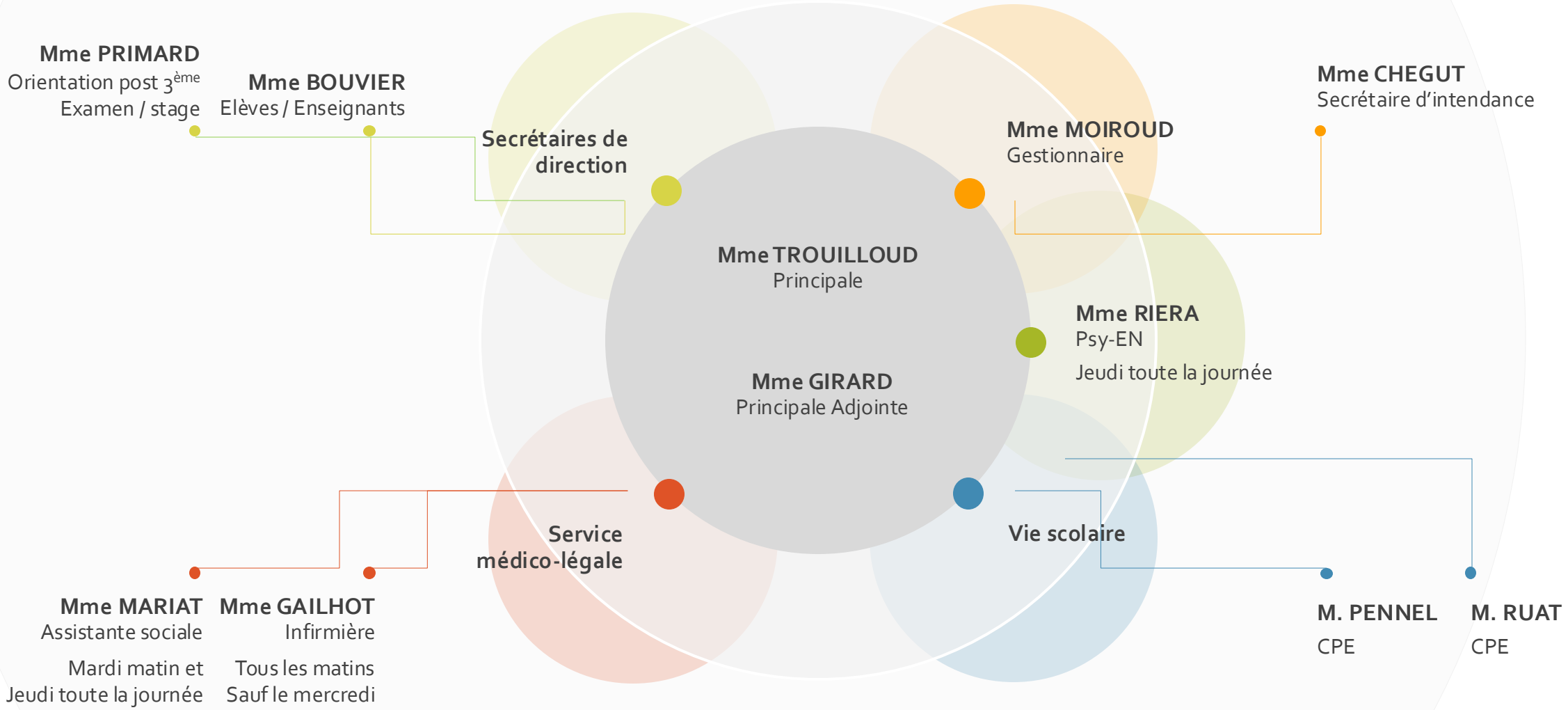Personnel administratif