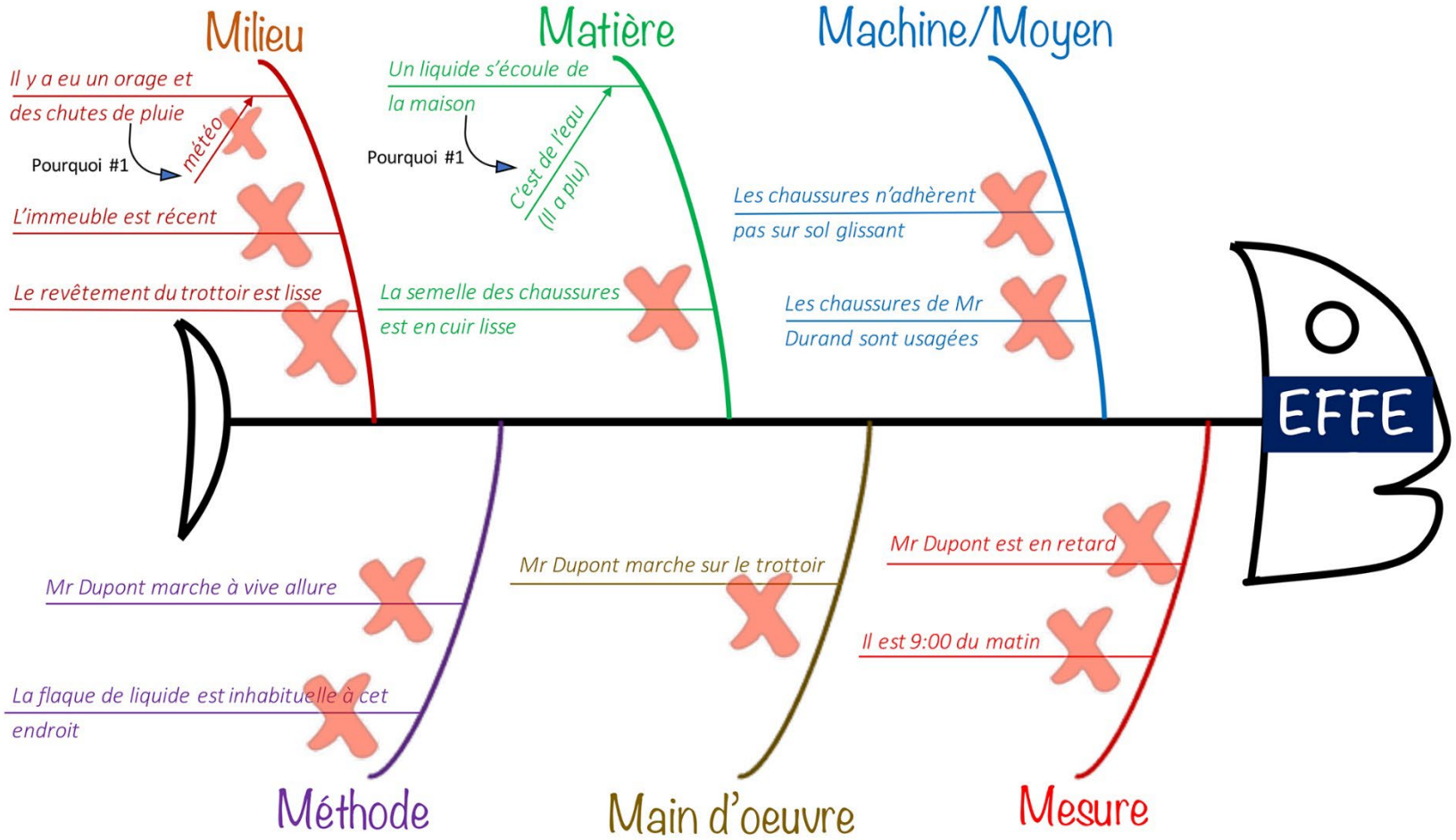méthodologie