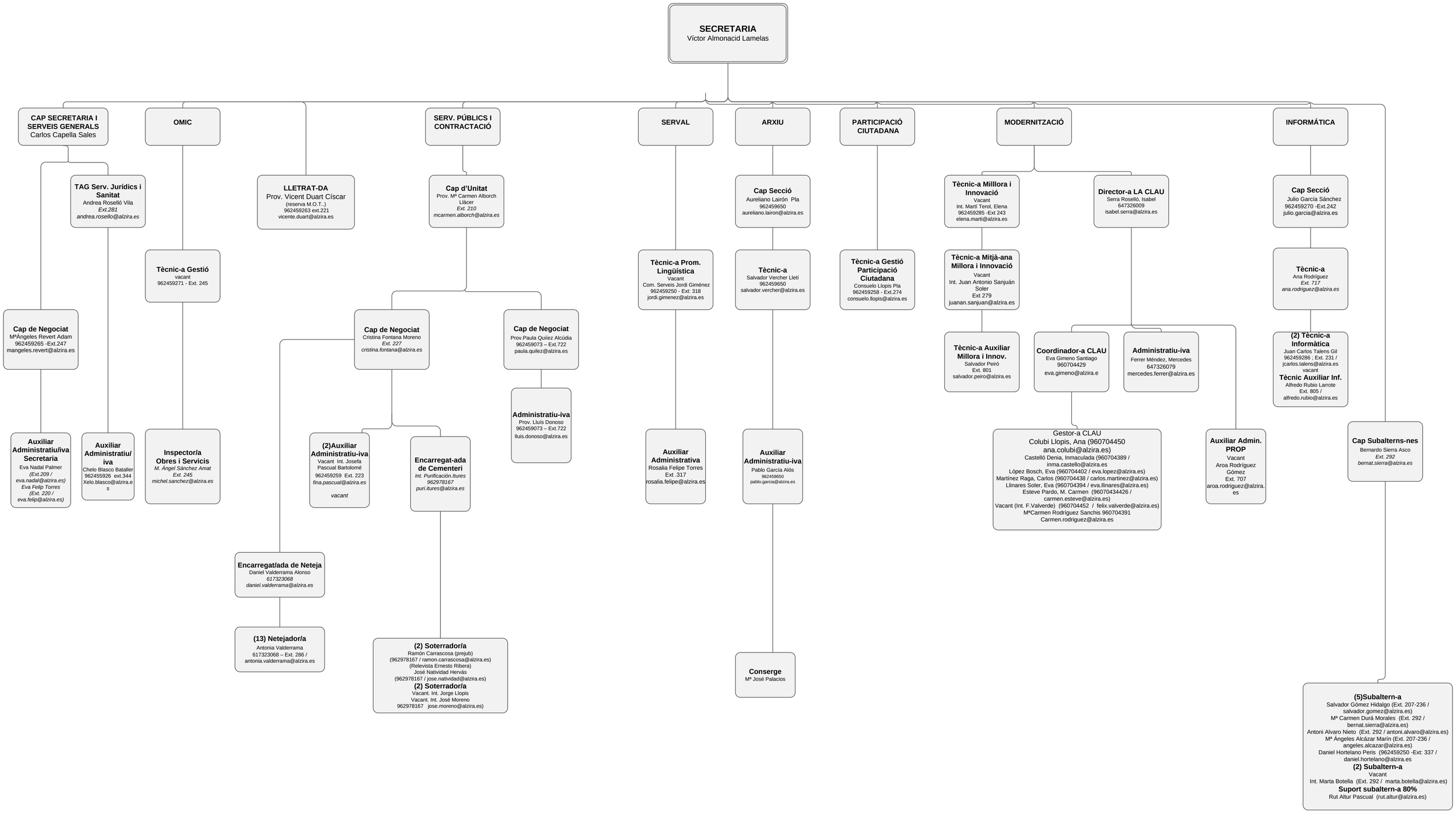Àrea de Secretaria