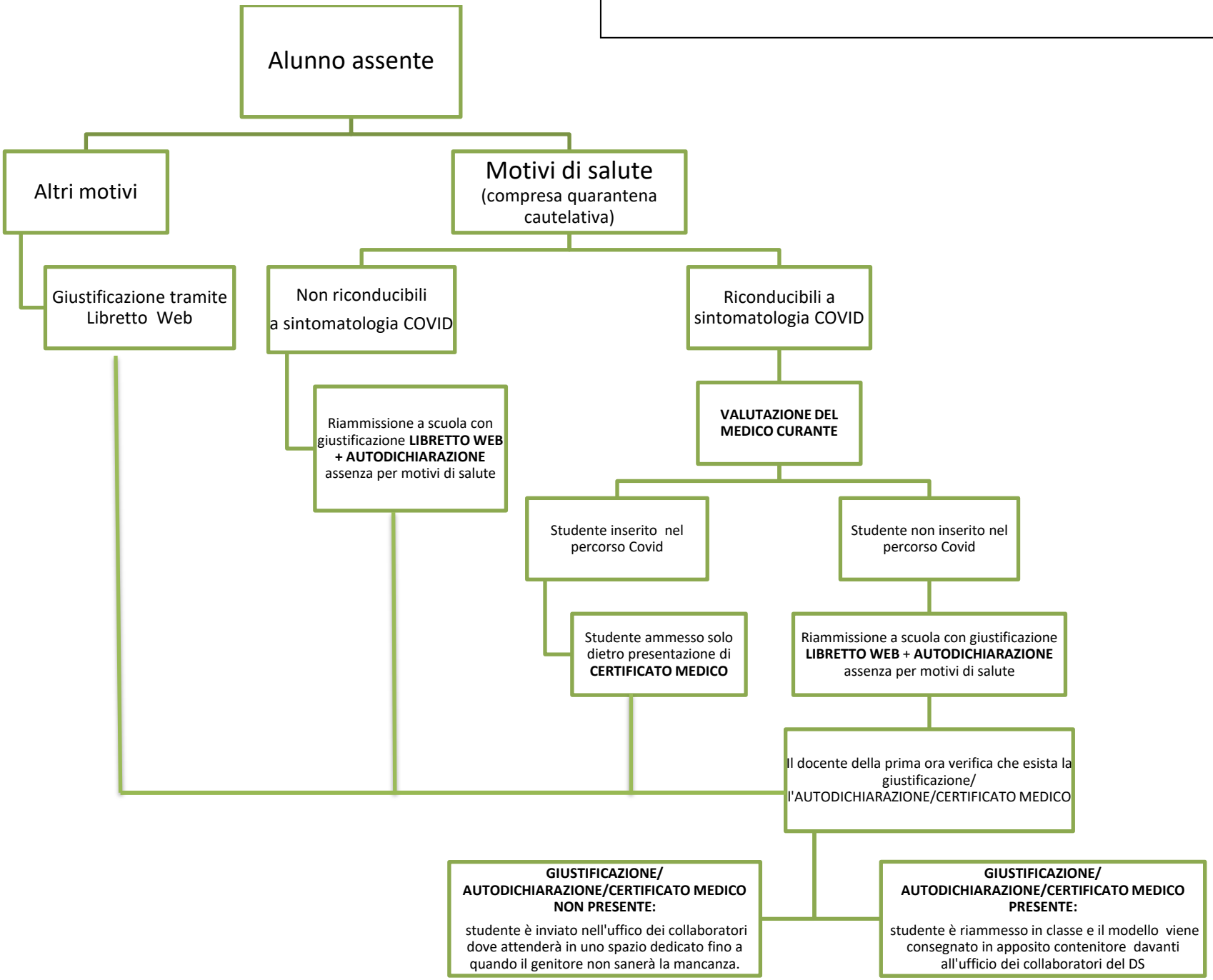ALLEGATO 1 PROCEDURA ASSENZE