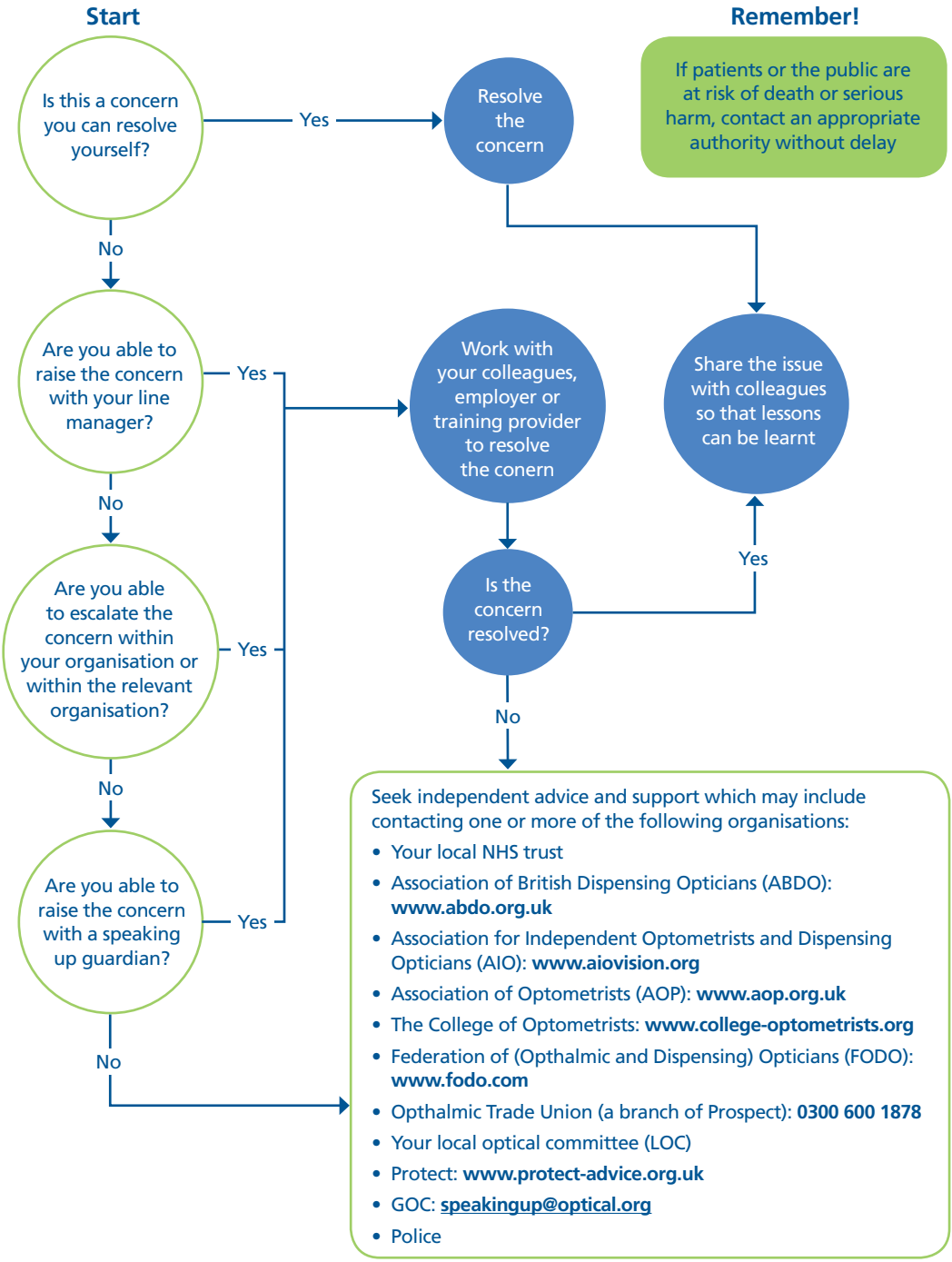Annex: Flowchart summarising speaking up process