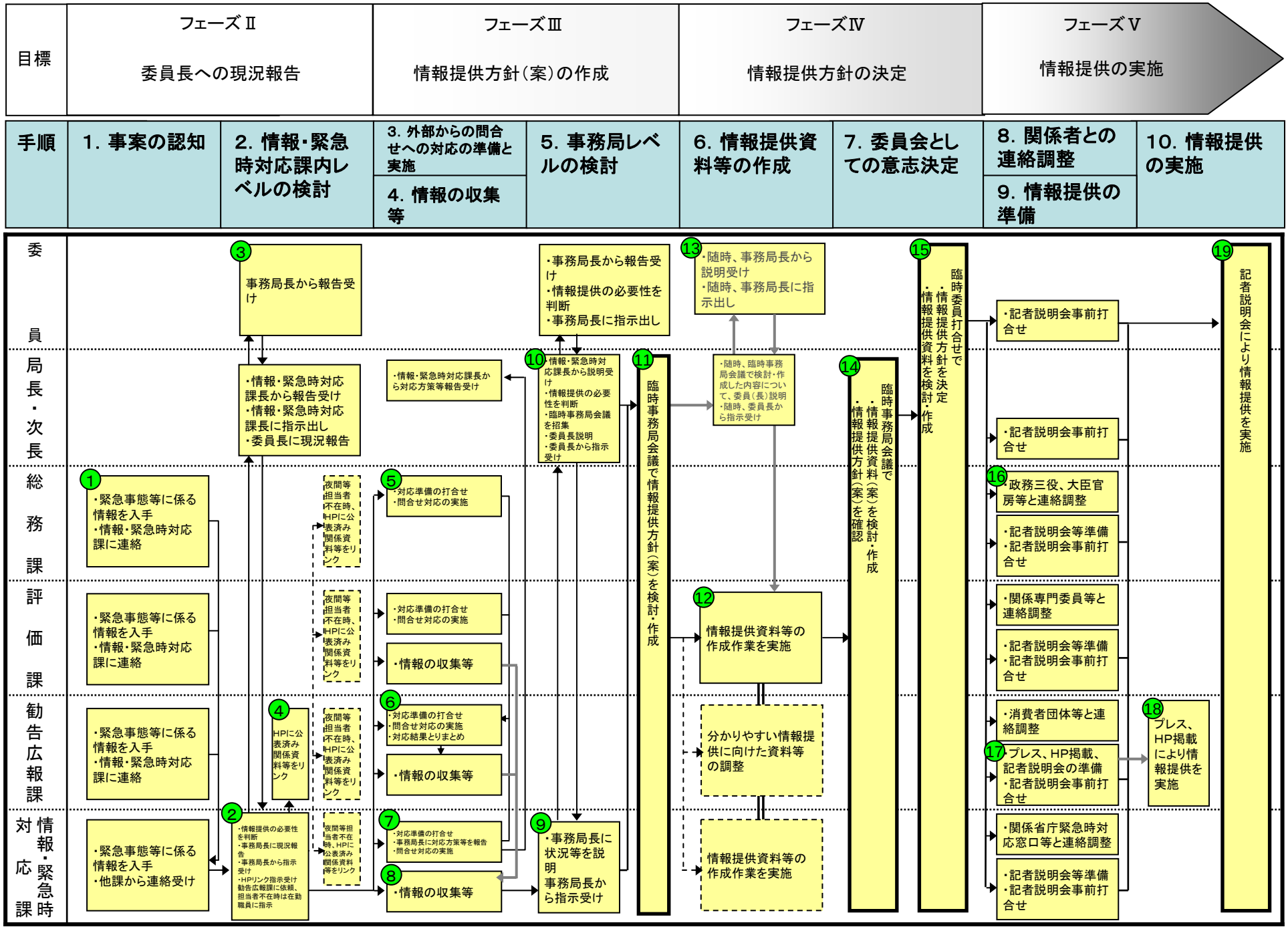図2　手順の概要（各役割別）