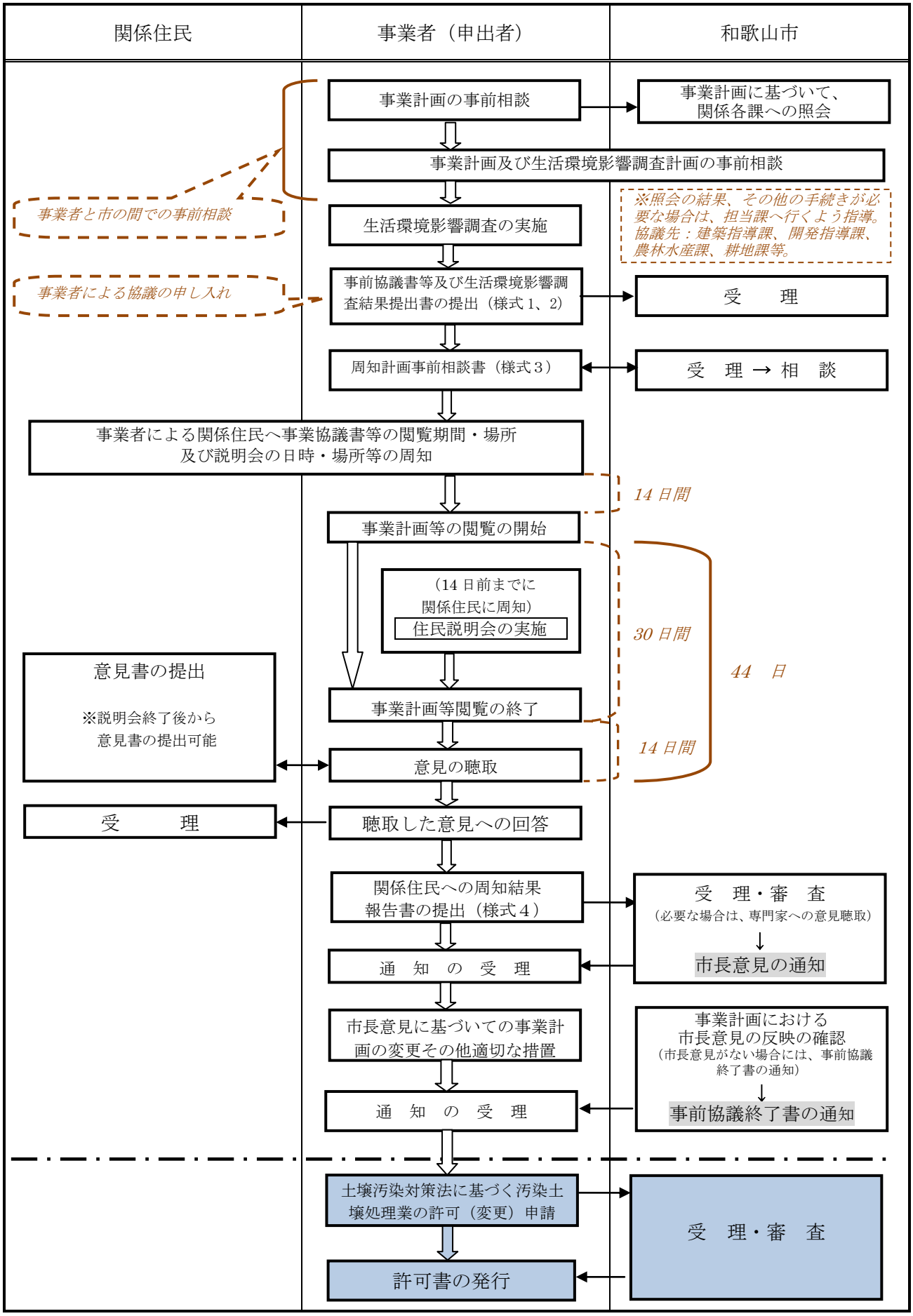要綱に基づく事前協議の流れ