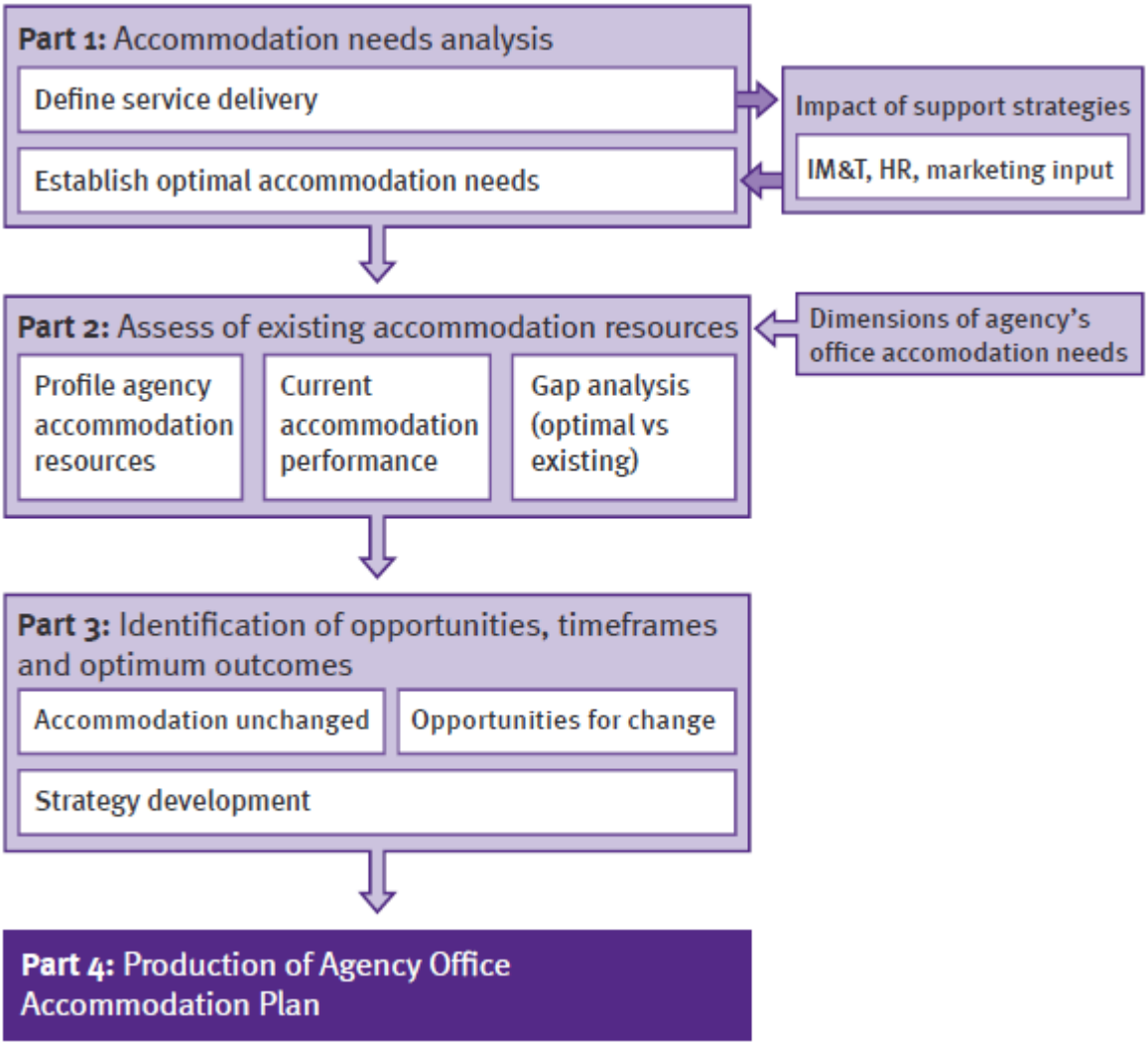Agency office accommodation planning process