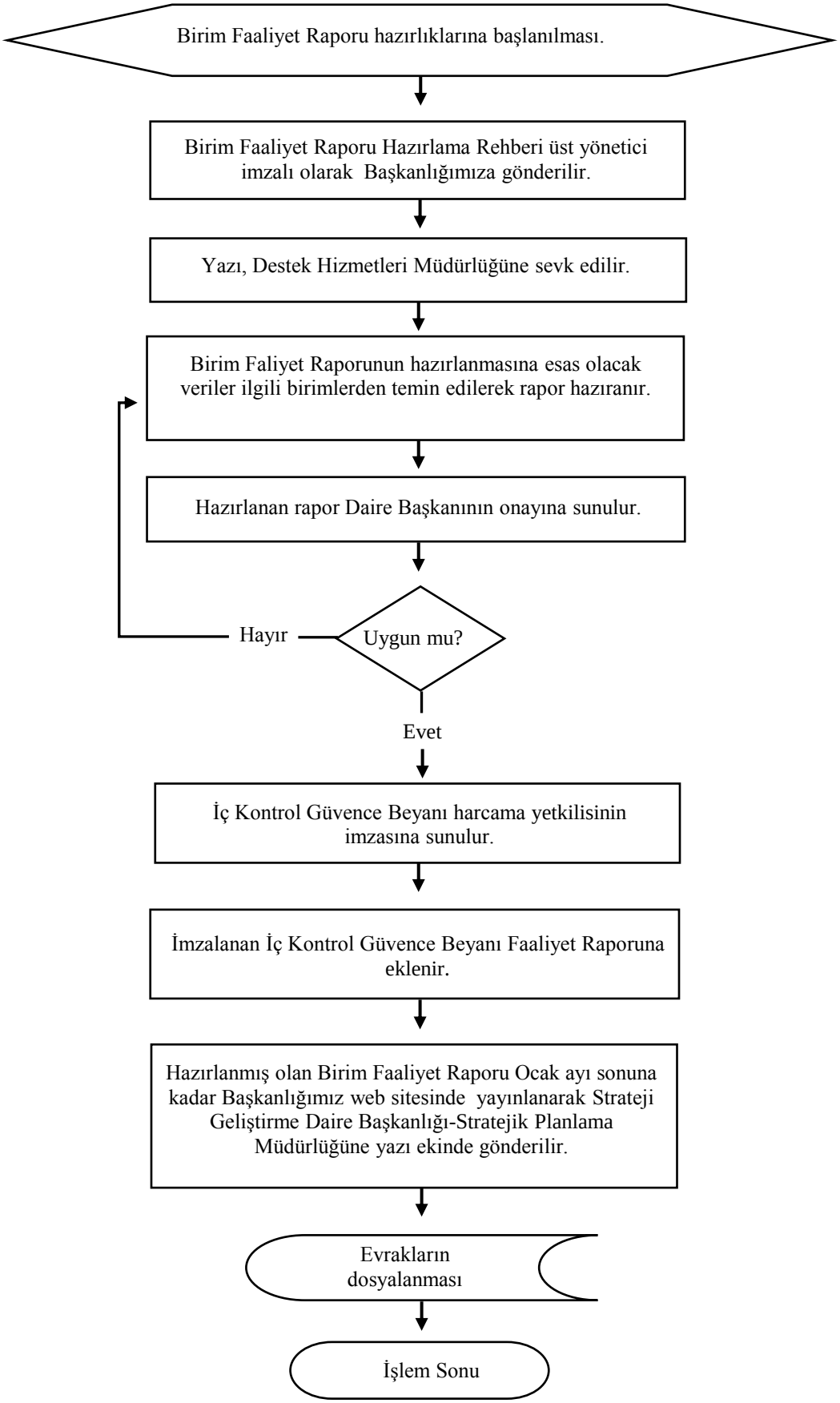BİRİM FAALİYET RAPORU HAZIRLIK SÜRECİ