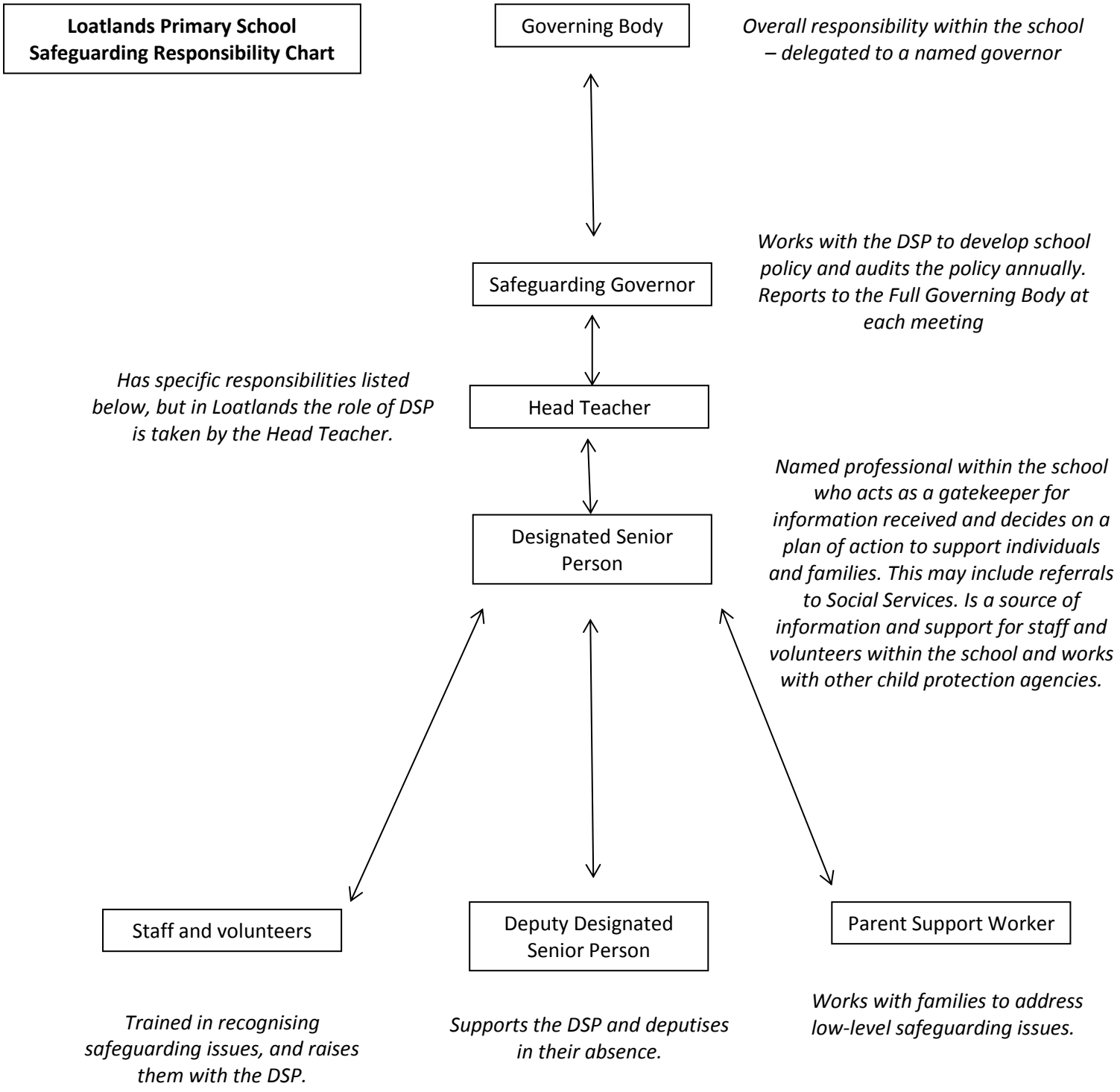1. Responsibility Chart