

### Statement of reasons made under the *Freedom of Information Act 1982*

Applicant:	Alex Pentland
Decision date:	29 August 2023
FOI reference number:	2023-05
Documents:	IA Brand Guidelines

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### Summary

1. I have made a decision to release the document subject to your request.

### Authority to make this decision

2. I am an authorised decision-maker under section 23(1) of the Freedom of Information Act 1982 (the FOI Act) and this letter sets out my decision on your request for access.

### Background

3. On 14 August 2023 you made a request for access to documents in the possession of Infrastructure Australia. Your request sought access to the Style Guide for Infrastructure Australia.

### **Charges for providing access**

- 4. The Freedom of Information (Fees and Charges) Regulations (Regulations) prescribes the charges that can be levied in respect of a request for access to a document or the provision of access to a document. These charges are set out in the Regulations and are for search and retrieval of documents, decision making and provision of access (for example, copying and postage).
- 5. Sub-regulation 3(1) of the Regulations provides an agency with a discretion as to whether it will impose any charge. In relation to this request, I have decided not to impose a charge.

### **Documents subject to this request**

6. IA has undertaken a search of its records and has identified one document that falls within the scope of your request which IA refers to as its "Brand Guideline".

### Decision

7. I have made a decision to release the document relevant to your request.

### **Reasons for decision**

- 8. In making my decision, I have had regard to:
  - a) the terms of your request;
  - b) the documents to which you sought access;
  - c) relevant provisions of the FOI Act;
  - d) advice from IA staff with responsibility for matters relating to the documents to which you sought access; and
  - e) the Information Commissioner's Guidelines (**Guidelines**)
  - f) the response from the third party consulted as part of processing this request.

### **Statement of reasons**

9. I have decided to grant partial access to document within the scope of your request, subject to the removal of irrelevant material in accordance with the FOI Act:

### **Irrelevant material**

10. Where the giving of access to a document would disclose information that would reasonably be regarded as irrelevant to the request for access, section 22(1) of the FOI Act provides that it is possible for an agency to prepare an edited copy of the document, modified by deletions. Where this section applies, section 11A provides that access to the edited copy is required to be given. Accordingly, the document to be released to you has been modified by deletions (to remove irrelevant material).

11. In this case I consider irrelevant material to be personal information of agency employees below Senior Executive Service (SES) level, which I consider information to be outside the scope of your request.

### Access to documents

12. The document released to you in accordance with the FOI Act is enclosed.

### Your rights of review

13. If you disagree with your FOI decision, you can ask for the decision to be reviewed. There are two ways you can ask for review of a decision: internal review by Infrastructure Australia, and external review by the Office of the Australian Information Commissioner (OAIC).

### Internal Review

- 14. You can ask IA to review its decision in relation to access to documents. There is no charge for internal review. You must apply within 30 days of being notified of the decision, unless IA extends the application time. You should contact IA if you wish to seek an extension.
- 15. IA must make a review decision within 30 days. If it does not do so, its original decision is considered to be affirmed. The review will be carried out by a different agency officer, usually someone at a more senior level.
- 16. You must apply in writing and you can lodge your application in one of the following ways:

**Post:** FOI Coordinator Infrastructure Australia - Level 19/60 Martin Place, Sydney NSW 2000 **Email:** *<FOI@infrastructureaustralia.gov.au>* 

### Information Commissioner Review

- 17. The OAIC is an independent office that can review the decisions of agencies and ministers under the FOI Act and investigates complaints about agency actions.
- 18. You can ask the OAIC to review Infrastructure Australia's decision. You do not need to seek an internal review from IA before seeking a review from the OAIC. However, going through Infrastructure Australia's internal review process gives us the opportunity to reconsider the initial decision and your needs may be met more quickly without undergoing an external review process.
- 19. The OAIC's review is free. You must apply to the OAIC within 60 days of being given notice of the decision. You can ask the OAIC for an extension of time to apply, and this may be granted if it considers it is reasonable in the circumstances.
- 20. You must apply in writing and you can lodge your application in one of the following ways:

Online: <www.oaic.gov.au> Post: Office of the Australian Information Commissioner GPO Box 5218, Sydney NSW 2001 Facsimile: (02) 9284 9666 Email: <enquiries@oaic.gov.au> In person: Level 3, 175 Pitt Street, Sydney, NSW 2000

More information about your review rights under the FOI Act is available in Fact Sheet 12 published by the OAIC: <www.oaic.gov.au/freedom-of-information/foi-resources/freedom-of-information-fact-sheets/foi-factsheet-12-your-review-rights>.

### Contacts

21. If you wish to discuss this decision, please contact Infrastructure Australia's FOI coordinator on 0400 784 770 or via email at <<u>FOI@infrastructureaustralia.gov.au</u>>.



### Schedule of relevant provisions in the FOI Act

### 3 Objects-general

- (1) The objects of this Act are to give the Australian community access to information held by the Government of the Commonwealth or the Government of Norfolk Island, by:
  - (a) requiring agencies to publish the information; and
  - (b) providing for a right of access to documents.
- (2) The Parliament intends, by these objects, to promote Australia's representative democracy by contributing towards the following:
  - (a) increasing public participation in Government processes, with a view to promoting better informed decision-making;
  - (b) increasing scrutiny, discussion, comment and review of the Government's activities.
- (3) The Parliament also intends, by these objects, to increase recognition that information held by the Government is to be managed for public purposes, and is a national resource.
- (4) The Parliament also intends that functions and powers given by this Act are to be performed and exercised, as far as possible, to facilitate and promote public access to information, promptly and at the lowest reasonable cost.

### 11 Right of access

- (1) Subject to this Act, every person has a legally enforceable right to obtain access in accordance with this Act to:
  - (a) a document of an agency, other than an exempt document; or
  - (b) an official document of a Minister, other than an exempt document.
- (2) Subject to this Act, a person's right of access is not affected by:
  - (a) any reasons the person gives for seeking access; or
  - (b) the agency's or Minister's belief as to what are his or her reasons for seeking access.

### **11A** Access to documents on request

Scope

- (1) This section applies if:
  - (a) a request is made by a person, in accordance with subsection 15(2), to an agency or Minister for access to:
    - (i) a document of the agency; or
    - (ii) an official document of the Minister; and
  - (b) any charge that, under the regulations, is required to be paid before access is given has been paid.
- (2) This section applies subject to this Act.

Note: Other provisions of this Act are relevant to decisions about access to documents, for example the following:

- (a) section 12 (documents otherwise available);
- (b) section 13 (documents in national institutions);

- (c) section 15A (personnel records);
- (d) section 22 (access to edited copies with exempt or irrelevant matter deleted).

Mandatory access—general rule

(3) The agency or Minister must give the person access to the document in accordance with this Act, subject to this section.

### Exemptions and conditional exemptions

(4) The agency or Minister is not required by this Act to give the person access to the document at a particular time if, at that time, the document is an exempt document.

Note: Access may be given to an exempt document apart from under this Act, whether or not in response to a request (see section 3A (objects—information or documents otherwise accessible)).

(5) The agency or Minister must give the person access to the document if it is conditionally exempt at a particular time unless (in the circumstances) access to the document at that time would, on balance, be contrary to the public interest.

Note 1: Division 3 of Part IV provides for when a document is conditionally exempt.

Note 2: A conditionally exempt document is an exempt document if access to the document would, on balance, be contrary to the public interest (see section 31B (exempt documents for the purposes of Part IV)).

Note 3: Section 11B deals with when it is contrary to the public interest to give a person access to the document.

- (6) Despite subsection (5), the agency or Minister is not required to give access to the document at a particular time if, at that time, the document is both:
  - (a) a conditionally exempt document; and
  - (b) an exempt document:
  - (i) under Division 2 of Part IV (exemptions); or
  - (ii) within the meaning of paragraph (b) or (c) of the definition of exempt document in subsection 4(1).

### **11B Public interest exemptions—factors**

Scope

- (1) This section applies for the purposes of working out whether access to a conditionally exempt document would, on balance, be contrary to the public interest under subsection 11A(5).
- (2) This section does not limit subsection 11A(5).

Factors favouring access

- (3) Factors favouring access to the document in the public interest include whether access to the document would do any of the following:
  - (a) promote the objects of this Act (including all the matters set out in sections 3 and 3A);
  - (b) inform debate on a matter of public importance;
  - (c) promote effective oversight of public expenditure;
  - (d) allow a person to access his or her own personal information.
- Irrelevant factors
  - (4) The following factors must not be taken into account in deciding whether access to the document would, on balance, be contrary to the public interest:

- (a) access to the document could result in embarrassment to the Commonwealth Government, or cause a loss of confidence in the Commonwealth Government;
- (aa) access to the document could result in embarrassment to the Government of Norfolk Island or cause a loss of confidence in the Government of Norfolk Island;
- (b) access to the document could result in any person misinterpreting or misunderstanding the document;
- (c) the author of the document was (or is) of high seniority in the agency to which the request for access to the document was made;
- (d) access to the document could result in confusion or unnecessary debate.

### Guidelines

(5) In working out whether access to the document would, on balance, be contrary to the public interest, an agency or Minister must have regard to any guidelines issued by the Information Commissioner for the purposes of this subsection under section 93A.

### 22 Access to edited copies with exempt or irrelevant matter deleted

Scope

- (1) This section applies if:
  - (a) an agency or Minister decides:
    - (i) to refuse to give access to an exempt document; or
    - (ii) that to give access to a document would disclose information that would reasonably be regarded as irrelevant to the request for access; and
  - (b) it is possible for the agency or Minister to prepare a copy (an edited copy) of the document, modified by deletions, ensuring that:
    - (i) access to the edited copy would be required to be given under section 11A (access to documents on request); and
    - (ii) the edited copy would not disclose any information that would reasonably be regarded as irrelevant to the request; and
  - (c) it is reasonably practicable for the agency or Minister to prepare the edited copy, having regard to:
    - (i) the nature and extent of the modification; and
    - (ii) the resources available to modify the document; and
  - (d) it is not apparent (from the request or from consultation with the applicant) that the applicant would decline access to the edited copy.

Access to edited copy

- (2) The agency or Minister must:
  - (a) prepare the edited copy as mentioned in paragraph (1)(b); and
  - (b) give the applicant access to the edited copy.

### Notice to applicant

- (3) The agency or Minister must give the applicant notice in writing:
  - (a) that the edited copy has been prepared; and
  - (b) of the grounds for the deletions; and
  - (c) if any matter deleted is exempt matter—that the matter deleted is exempt matter because of a specified provision of this Act.
- (4) Section 26 (reasons for decision) does not apply to the decision to refuse access to the whole document unless the applicant requests the agency or Minister to give the applicant a notice in writing in accordance with that section.

### 23 Decisions to be made by authorised persons

- (1) Subject to subsection (2), a decision in respect of a request made to an agency may be made, on behalf of the agency, by the responsible Minister or the principal officer of the agency or, subject to the regulations, by an officer of the agency acting within the scope of authority exercisable by him or her in accordance with arrangements approved by the responsible Minister or the principal officer of the agency.
- (2) A decision in respect of a request made to a court, or made to a tribunal, authority or body that is specified in Schedule 1, may be made on behalf of that court, tribunal, authority or body by the principal officer of that court, tribunal, authority or body or, subject to the regulations, by an officer of that court, tribunal, authority or body acting within the scope of authority exercisable by him or her in accordance with arrangements approved by the principal officer of that court, tribunal, authority or body.

### 26 Reasons and other particulars of decisions to be given

- (1) Where, in relation to a request, a decision is made relating to a refusal to grant access to a document in accordance with the request or deferring provision of access to a document, the decision-maker shall cause the applicant to be given notice in writing of the decision, and the notice shall:
  - (a) state the findings on any material questions of fact, referring to the material on which those findings were based, and state the reasons for the decision; and
  - (aa) in the case of a decision to refuse to give access to a conditionally exempt document—include in those reasons the public interest factors taken into account in making the decision; and

Note: Access must generally be given to a conditionally exempt document unless it would be contrary to the public interest (see section 11A).

- (b) where the decision relates to a document of an agency, state the name and designation of the person giving the decision; and
- (c) give to the applicant appropriate information concerning:
  - (i) his or her rights with respect to review of the decision;
  - (ii) his or her rights to make a complaint to the Information Commissioner in relation to the decision; and
  - (iii) the procedure for the exercise of the rights referred to in subparagraphs (i) and (ii); including (where applicable) particulars of the manner in which an application for internal review (Part VI) and IC review (Part VII) may be made.
- (1A) Section 13 of the Administrative Decisions (Judicial Review) Act 1977 does not apply to a decision referred to in subsection (1).
- (2) A notice under this section is not required to contain any matter that is of such a nature that its inclusion in a document of an agency would cause that document to be an exempt document. (see section 11A).





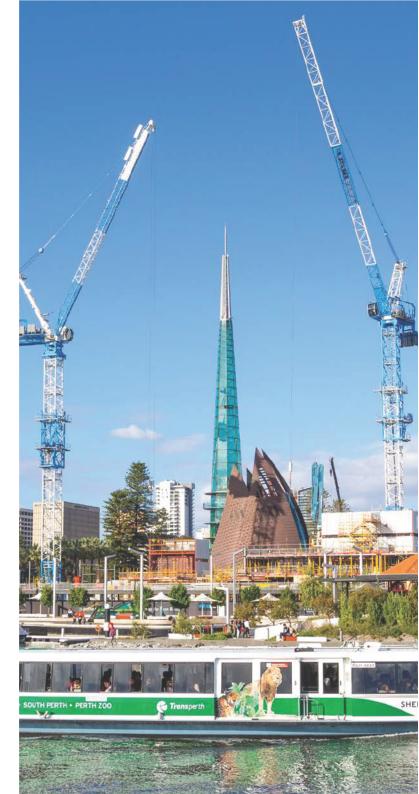
# Visual identity guidelines

This document provides an overview of the core elements of our visual identity system



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Section One About Infrastructure Australia





### About Infrastructure Australia

Infrastructure Australia is an independent statutory body with a mandate to prioritise and progress nationally significant infrastructure.

We provide independent research and advice to all levels of government as well as investors and owners of infrastructure.

Our core brand elements have been developed to reflect our brand strategy:

#### Values:

What we stand for: Knowledge, Insight, Expert.

### Personality:

How we come across: Credible, Definitive, Informative.

### Brand idea:

The image we want to project in a nutshell: Definitively credible.

Used in combination with our brand strategy, our core elements come together to create a consistent and flexible look and feel across all material. Our work should always be engaging, accessible and recognisable.





# Section Two Our logo





### At Infrastructure Australia we have two logo versions:

### 1. The 'Publication' logo

This features on more outward facing collateral such as reports.

### 2. The 'Official' logo

This features in more official collateral such as stationery and signage.

The inclusion of the Commonwealth Crest is a requirement on the majority of material. It should only appear once across any Infrastructure Australia document.

The Commonwealth Crest will most commonly occupy the top-left corner.

It should be used in black on a white background whenever possible. There is a reversed version available when necessary.

For examples of usage please see existing collateral in Section 6.

Logo 1: The 'Publication' logo



### Infrastructure Australia

Logo 2: The 'Official' logo



### **Australian Government**

### **Infrastructure Australia**



### Logo usage

The logo should always be used as provided, there are **no approved alterations permitted** to the Infrastructure Australia logo.

For the 'Publication' logo, the appropriate clear space on all sides is **defined by the height of the Commonwealth Crest**. The logo must appear **no smaller than 61mm wide**, this is to ensure the Crest displays no smaller than 10mm in size below which it would become illegible.

For the 'Official' logo, the appropriate clear space on all sides is **defined by taking the height of the Commonwealth Crest, and using a measurement which is equal to half of that value**. The logo must appear **no smaller than 45mm wide**, this is to ensure the Crest displays no smaller than 14mm in size.

For examples of logo placement please see existing collateral in Section 6. Logo clear space: The 'Publication' logo





Minimum logo size: The 'Publication' logo



Logo clear space: The 'Official' logo





Minimum logo size: The 'Official' logo







Positioning the logo onto photography is not permitted as it will likely become illegible.



The proportions of the logo must not be altered in any way.



The logo (or reversed logo) may not be used on coloured backgrounds that fail to provide sufficient contrast.



The logo must not be rotated.



The logo must always be used in its complete form, a section may not be used on its own.

### Infrastructure Australia

The colours of the logo must not be altered in any way and no effects of any kind should be added.



# Section Three Colours





Red, blue and white are our primary, 'first-point-of-contact' colours used across all brand collateral.

These will always be the dominant colours for the Infrastructure Australia brand.

For examples of usage please see existing collateral in Section 6.







These can be used to enhance readability and the release of information.

### Red, Blue and Green palettes

These palettes can be used for background colours, within infographics and also for text headings.

Pantone Warm Grey 5 C	Pantone 409 C	Pantone 720 C	
C:34 M:33 Y:37 K:0 R:175 G:169 B:166 HEX: afa9a6	C:17 M:25 Y:22 K:51 R:133 G:120 B:116 HEX: 857874	C:0 M:25 Y:38 K:2 R:231 G:183 B:138 HEX: e7b78a	

C:40 M:85 Y:51 K:45	C:35 M:80 Y:50 K:28	C:26 M:77 Y:47 K:5	C:17 M:73 Y:39 K:0
R:101 G:29 B:50 HEX: 651d32	R:126 G:45 B:64 HEX: 7e2d40	R:170 G:70 B:90 HEX: aa465a	R:200 G:95 B:115 HEX: c85f73

C:89 M:65 Y:50 K:60	C:89 M:65 Y:50 K:40	C:83 M:50 Y:36 K:11	C:42 M:14 Y:13 K:0
R:19 G:30 B:41	R:37 G:55 B:70	R:52 G:101 B:127	R:171 G:199 B:202
HEX: 131e29	HEX: 253746	HEX: 34657f	HEX: abc7ca

C:80 M:51 Y:84 K:65	C:79 M:32 Y:88 K:20	C:68 M:4 Y:79 K:0	C:37 M:0 Y:51 K:0
R:37 G:55 B:40	R:74 G:119 B:60	R:115 G:180 B:105	R:173 G:220 B:145
HEX: 253728	HEX: 4a773c	HEX: 73b469	HEX: addc91
HEA. 200720		HEA. 730409	



### Palette for charts, graphs and maps

This palette of colours is only to be used for charts, graphs and data visualisation, when required. Tints of these colours can also be used if needed, set to the value of 50%.

If all these colours and their tints are exhausted then the Red, Green and Blue Palettes may then be used, but only if absolutely necessary.

For examples of charts, graphs and maps please see existing collateral in Section 6.

HEX: 376d5f

50%

C:35 M:80 Y:50 K:28 R:126 G:45 B:64 HEX: 7e2d40	50%	C:89 M:65 Y:50 K:40 R:37 G:55 B:70 HEX: 253746	50%	C:68 M:4 Y:79 K:0 R:115 G:180 B:105 HEX: 73b469	50%
C:0 M:25 Y:38 K:2 R:231 G:183 B:138 HEX: e7b78a	50%	C:10 M:3 Y:92 K:0 R:236 G:232 B:26 HEX: ece81a	50%	C:6 M:61 Y:69 K:0 R:206 G:108 B:69 HEX: ce6c45	50%
C:49 M:77 Y:0 K:0 R:140 G:71 B:153 HEX: 8c4799	50%	C:42 M:14 Y:13 K:0 R:171 G:199 B:202 HEX: abc7ca	50%	C:17 M:73 Y:39 K:0 R:200 G:95 B:115 HEX: c85f73	50%
C:84 M:37 Y:63 K:20 R:55 G:109 B:95	l				

## Section Four Typography





### **Our typeface**

Proxima Nova is our brand typeface. Light, Regular and Semibold weights are available for use.

It is to be used for all professionally designed items and printed publications.

For examples of usage please see existing collateral in Section 6.

Proxima Nova Light

### ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789#@\$%&();+?""

Proxima Nova Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789#@\$%&();+?""

Proxima Nova Semibold

### ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789#@\$%&();+?""



### Internally produced documents

For all internally produced brand collateral, and also digital items that require a web safe font, we use Verdana, in Regular and Bold weights.

This is the standard typeface for documents produced internally in Microsoft Word and PowerPoint.

#### Verdana Bold

### ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789#@\$%&();+?""

#### Verdana Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 0123456789#@\$%&();+?""



### Typography

To the right is an example of the typographical hierarchy used in the Infrastructure Australia documents.

### Font size and leading

Type should never appear below 6pt in size. There is no maximum limit to type size.

Body copy should be set using Proxima Nova Light at 10pt with a leading of 12pt (auto 20%).

Headings will have different sizes depending on hierarchy and usage, but should be set using Proxima Nova Regular for titles and headlines, with a leading of 10% (font size x 1.1), and Proxima Nova Semibold for content headings. Section Number

# **Title Heading**

Sub-heading, autenda ectaturio. Or introductory paragraph Ita provid quo consequas aut.

### Heading 1

Body copy, officat persped unto quundanimus alia nimporest, quaspelis dolutemque volesto tassequ ibusandem aut reicidunt eserum ilita nissequo blacest.

### Heading 2

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### **Text Box Heading**

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### **Bullet Points**

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- Is ut vendio earibus quod mo que et, sint lacestius videm sam, aut endam solessim non essit ant.

### Section Five

## Graphic Device



### The Infrastructure Australia graphic device

Our graphic device incorporates elements and themes that are familiar to the history of the Infrastructure Australia brand and is a representation of the relationship between our past, present and future as an independent statutory body.

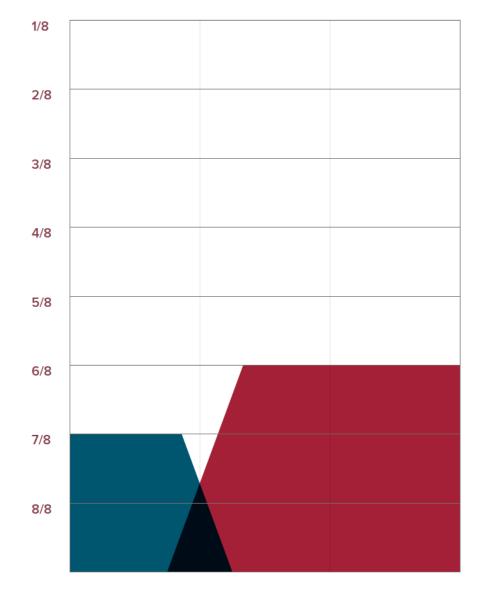
As our distinguishing mark, it is dynamic, powerful and respectful.

### Tier 1 and 2 document cover

The graphic device as used on the Tier 1 and 2 document covers should always be used as provided to ensure consistency across all publications.

The rules for its placement are shown here.

**DO NOT** alter the angles for the elements used in the graphic device provided under any circumstance.



#### Tier 2 Document Cover



#### Tier 1 Document Cover

Positioning of graphic device should be consistent across all Tier 1 and Tier 2 publication covers.

The crossover of the two elements should occur a third of the way across the width of this document.



### The Infrastructure Australia graphic device

### Presentations and documents using landscape orientation

For custom presentations and landscape documents, please use the example shown here (top left) as a guide for creation of any cover format.

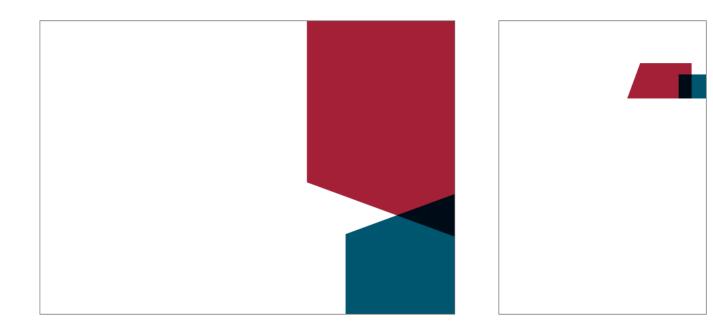
For PowerPoint presentations please use the template provided, do not attempt to recreate the graphic placement.

### Alternate Structure

When required, the graphic device can adopt an alternate structure and overlap for cover pages (example shown bottom right).

This may be useful for internal documents and where there is limited space for titles.

Landscape document cover style



Alternate structure

cover style

The graphic device must always bleed off the page where possible.



### The Infrastructure Australia graphic device

### Graphic device in headers

Internal pages can make use of the graphic device in a header style. Please use the example shown here (far right) as a guide for placement. Headers in landscape



Headers

in portrait

The graphic device must always bleed off the page where possible.

## Section Six Collateral Examples





### **Printed Publications**





### **Printed Publications**

#### Internal spread: Section start



is ut vendio earibus quod mo que el s nt lacestius videm sam aut endam solessim non essit ant aut apr Is ut wreds earbar quot no que et in accesso viden sam autentia noiesein non well ont au depart mitardi quan cones anin recetés porum nuarris volumenta no sus merimei el què de nua esain paropti au tituan occes est cum que verdi es consedigié voloces i que estati te ve labor au pere qui ses eso can modip ce migroum quèsocar non non nomertico com pouru quèstimui dequi es si durito e nonsentaires qui se aut est



le volumendoe nos som en mel

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### Internal spread: Additional content

Section X Title				
Nequetar efficial perspect anto quantitativa n apportante de presidente de la construcción de la construcció	axequ uo blocest e ipsom m ne imin nobis cicre offic m Et elites ut s ectacios secto litos ec	nimporest quitapi libusanciem aut re- qui odis magrimu doles nonsequo r rendi bus el asp nimusam num hili olecto ni eliquen verrovt lat ore aut mi solorro reherti volenis quid quibs	i autom ut aut ec lessunt hitot alitoe ta qui qui x pi quoc ai xuac i me o volo	sento taxaequ missequo biacest em quoe paam ruptatem re imin e con nobis to temolore officia at dem Et el texut volende ect acias 5 offici bestis
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# Figure 5 Proport on of engineering construction work done per year relative to GDP in key infrastructure sector for public and private sectors 2013 14 to 2016 17

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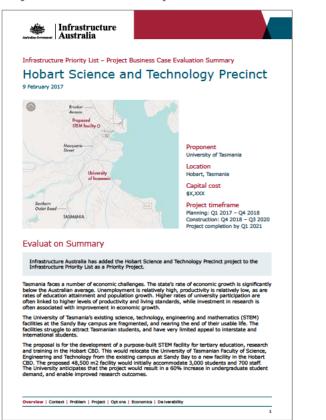
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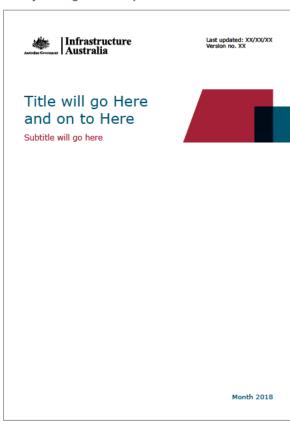




#### **Project Evaluation Summary**



#### Policy Background Paper



#### Media Release

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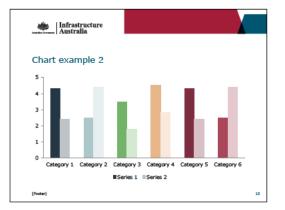


### **PowerPoint presentation**

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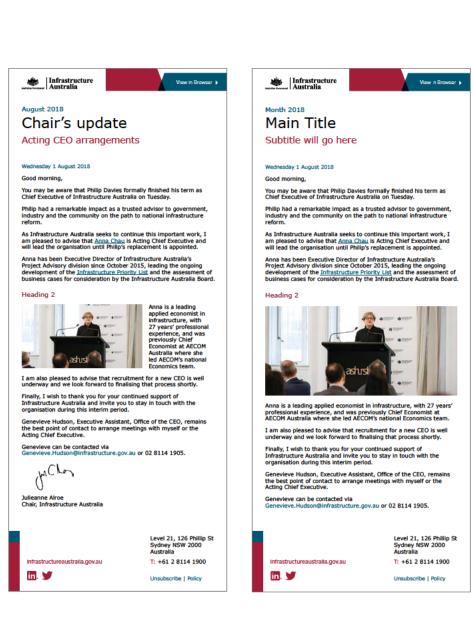


### **Digital assets**

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