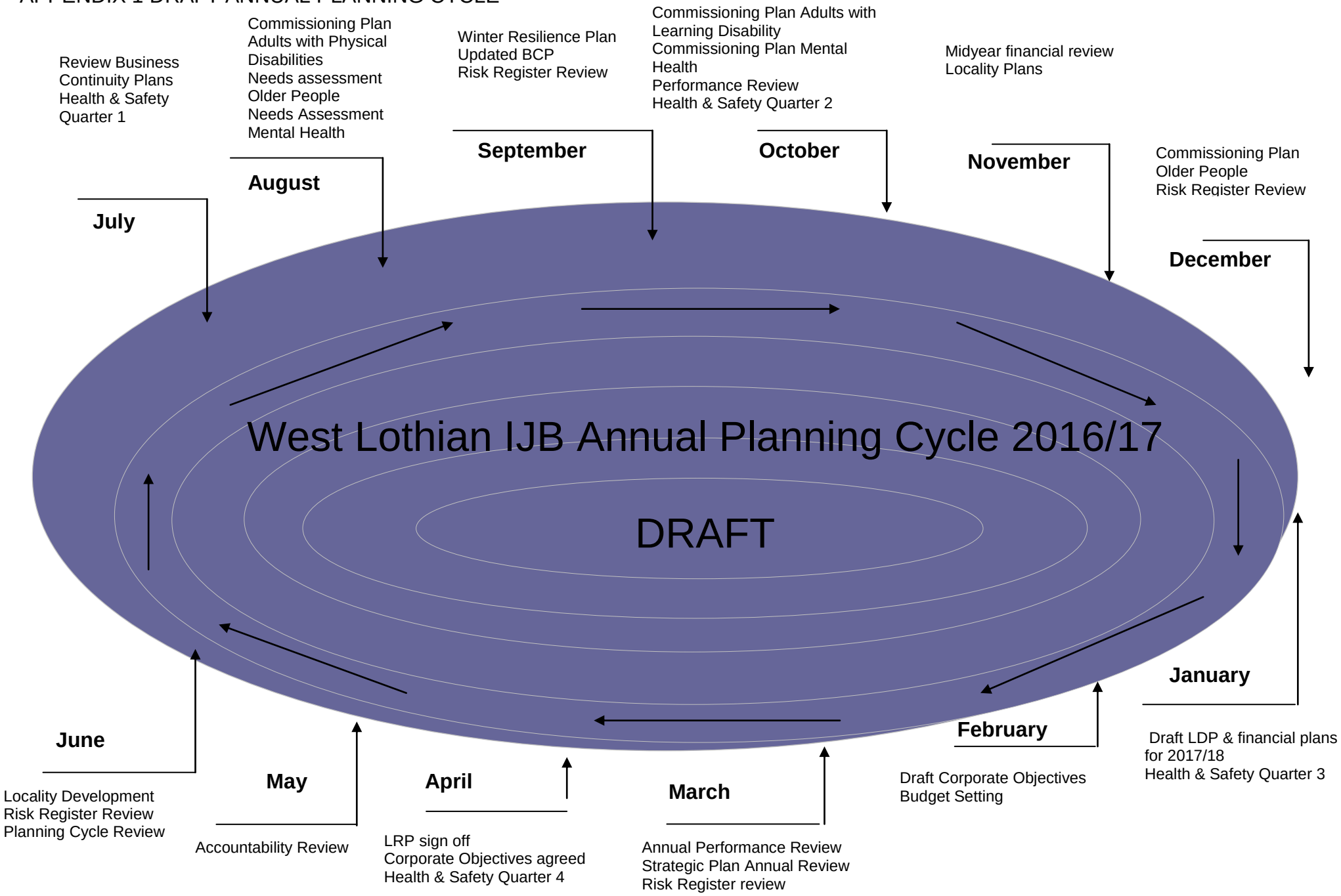APPENDIX 1 DRAFT ANNUAL PLANNING CYCLE