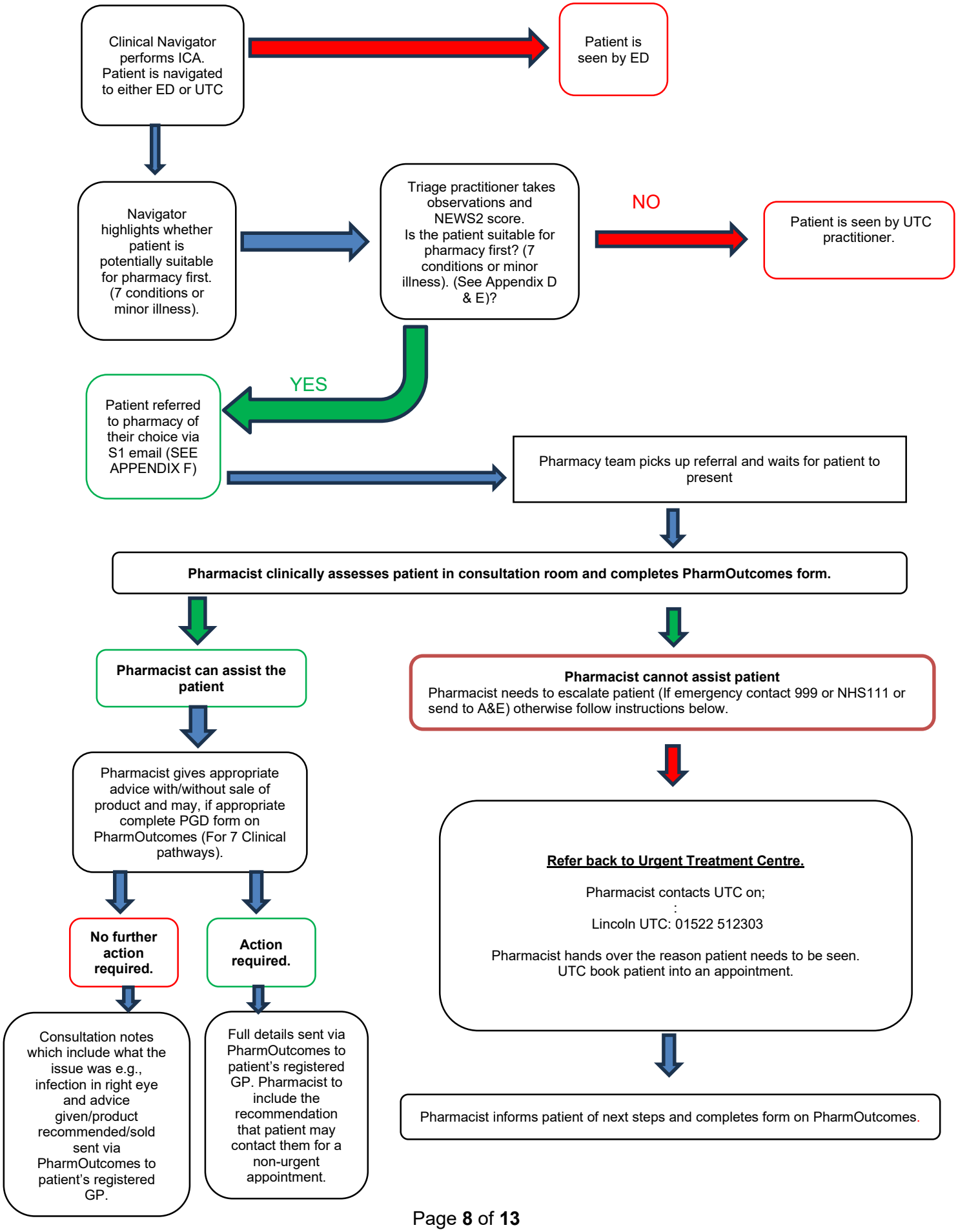APPENDIX A - Process flow for Co-Located UTC