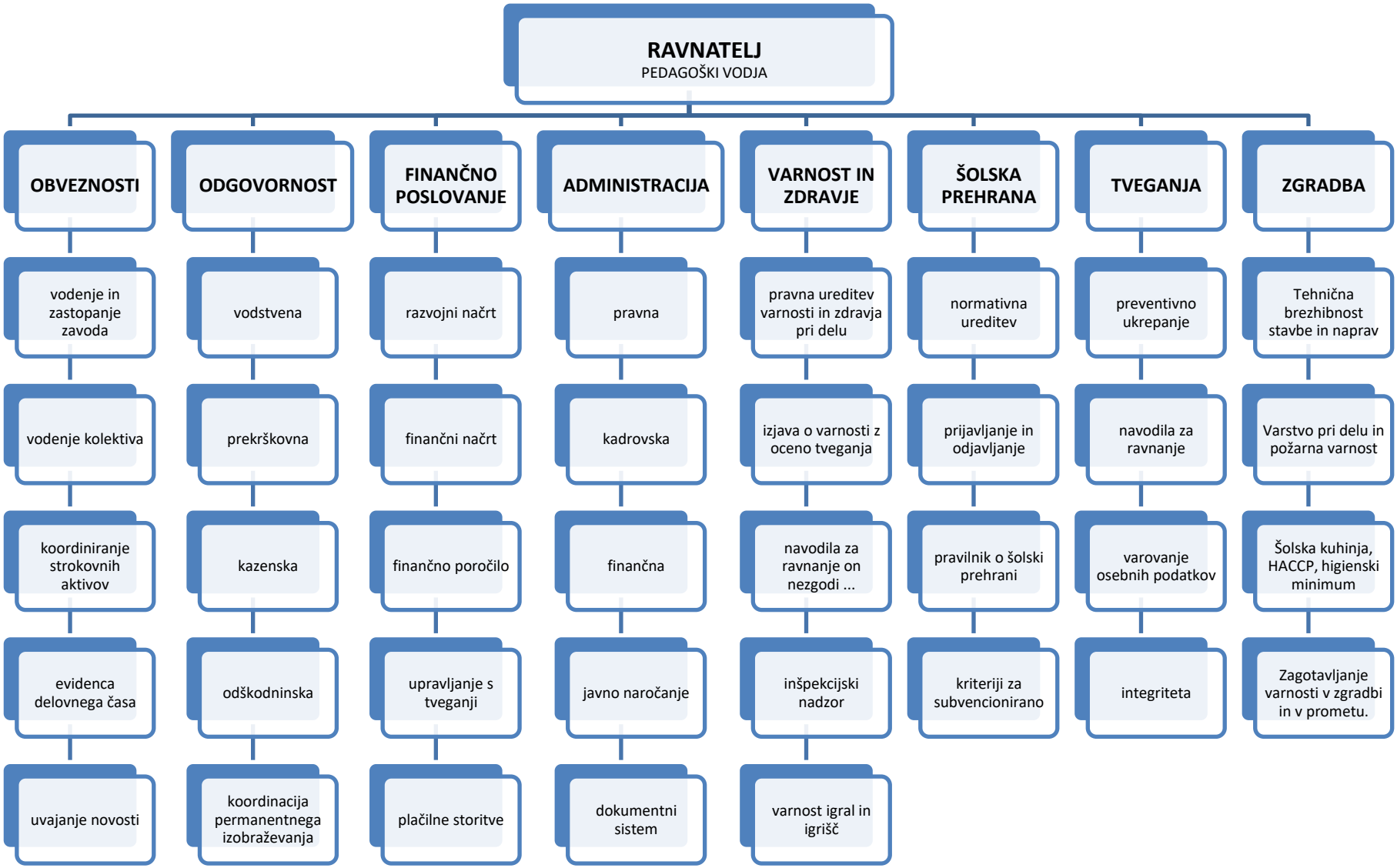NALOGE IN ODGOVORNOSTI RAVNATELJA