

Sandra (Sandy) MacCracken works part-time as Project Administrator for the east coast component of the IPCC Working Group II TSU, based in Washington DC and co-located with the U.S. Global Change Research Program (USGCRP). She provides high level administrative support for the assessment programs of IPCC Working Group II – serving as part of the management team to plan and implement arrangements for meetings to support development of the Fifth Assessment Report (AR5) and any interim products agreed upon by the Panel, and designing and maintaining a contacts database in support of Lead Authors Meetings, scoping meetings, and expert meetings. She also provides advice and hands-on expertise with the collations that serve as end products of Expert and Government Review periods having served in a similar position for preparation of the Working Group II contributions to the IPCC Second and Third Assessment Report cycles. Between IPCC stints, she served as Office Administrator for the USGCRP coordination office, responsible for document dissemination to the Hill and the lay public via the Global Change Research Information Office (GCRIO) as well as many special assignments requested by several Federal directors of the program. Prior to relocating to Washington DC in 1993, Sandy was an executive secretary at the Lawrence Livermore National Laboratory in Livermore, CA. She is married and has two sons.