

LUCIE RIVERA



Guidebook Rise Up

**„Career Development Strategies” for
Migrant Women”**

**For Adult Women – Forced Migrants
From Ukraine in**

Czech Republic

Consortium WINGS



**PRAGUECITY
UNIVERSITY**

ISBN 978-83-980533-0-3

DISCLAIMER

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

Authors

© October 2025 – Hochschule Wismar, University of Applied Sciences: Technology, Business and Design

This publication was carried out with the financial support of the European Commission under Erasmus + Project "WINGS: Women's Initiative for New Growth and Skills – Empowering Migrant Careers", Project Number 2024-1-DE02-KA220-ADU-000247718.

Attribution, share in the same condition



(CC BY-SA): You are free to Share- copy and redistribute the material in any medium or format and Adapt – remix, transform, and build upon the material for any purpose, even commercially. The licensor cannot revoke these freedoms as long as you follow the license terms under the following terms:

Attribution – you must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggest the licensor endorses you or your use

ShareAlike- If you remix, transform or build upon the material, you must distribute your contribution under the same license as the original

No additional restrictions – you may not apply legal terms.

TABLE OF CONTENTS

INTRODUCTION	6
1.1. <i>Project WINGS and the Importance of Supporting Women-Forced Migrants</i>	6
1.2. <i>Purpose of the Guidebook</i>	10
2. LABOUR MARKET TRENDS AND OPPORTUNITIES	11
2.1 <i>Understanding the Labour Market in the Czech Republic</i>	11
2.2. <i>Promising Industries and Job Opportunities for Women-Forced Migrants</i>	13
3. LEGAL REGULATIONS AND EMPLOYMENT REQUIREMENTS	16
3.1. <i>Obtaining a Work Permit and Legal Documentation</i>	16
3.2. <i>Understanding Labor Rights and Employment Laws</i>	17
4. SUPPORT NETWORKS AND ORGANIZATIONS	20
4.1. <i>Local and international support organizations</i>	20
1. IOM (International Organization for Migration)	20
2. UNHCR (United Nations High Commissioner for Refugees)	20
3. Metropole Všeck	21
4. Arcidiézní charita Praha	21
5. Integrační Centrum Praha	22
6. Consortium of Migrants Assisting Organizations	22
7. Organizace pro pomoc uprchlíkům (OPU)	23
8. Agency for Migration and Adaptation (AMIGA)	23
9. Caritas	24
4.2. <i>Services and Programs Offered by Support Organizations</i>	25
1. Dumka	25
2. Association for Integration and Migration	25
3. Inbáze	26
4. Czech Centre for Human Rights and Democracy	27
5. Svitlo Community Centre	27
6. Centre for Integration of Foreigners (CIC)	28

5 JOB APPLICATION PROCESS	29
5.1. <i>Crafting an Effective Resume, Cover Letter</i>	29
5.2. <i>Preparing for Job Interviews</i>	30
5.3. <i>Navigating Online Job Portals and Platforms</i>	32
6. EDUCATION FOR ADULT WOMEN FORCED-MIGRANTS	35
6.1. <i>Formal Education Opportunities and Programs</i>	35
6.2. <i>Non-formal education and Lifelong learning</i>	35
6.3. <i>Recognition of Prior Learning and Qualifications</i>	36
7. ENTREPRENEURSHIP AND SELF-EMPLOYMENT	38
7.1. <i>Assessing Your Entrepreneurial Potential</i>	38
7.2. <i>Resources and Support for Starting a Business</i>	39
8. CONCLUSIONS	45

INTRODUCTION

1.1. Project WINGS and the Importance of Supporting Women-Forced Migrants

Migration is not a new phenomenon in the modern world, but the war against Ukraine initiated by Russia in 2022 has transformed it into an unprecedented global challenge. According to the UN Refugees Operational Data Portal (UNHCR), more than 9.855 million Ukrainians are forced to leave their homes and be migrants because of war in 2024. Among these individuals, 3.555 million have been displaced internally within Ukraine¹, while 6,3 million have sought refuge abroad, including 5.9 million in Europe².

A striking characteristic of this forced migration is that 80% of the displaced individuals are women with children. These women, upon arriving in host countries, face numerous challenges including language barriers, difficulties in securing employment, social isolation, legal and administrative hurdles, and restricted access to education and training opportunities. As both caregivers and breadwinners, many of these women have lost their previous jobs and experienced a sharp decline in their social and economic status, further complicating their efforts to rebuild their lives.

The ERASMUS + program K2 project, titled “WINGS: Women's Initiative for New Growth and Skills – Empowering Migrant Careers”, Project Number 2024-1-DE02-KA220-ADU-000247718, implementation period 2024-2026 (WINGS) was conceived in response to these pressing challenges. Its mission is to empower women who have fled the conflict in Ukraine by providing them with the tools, resources, and support needed to rebuild their careers in their host countries. By equipping these women with new skills and fostering financial independence, the project seeks to alleviate the socio-psychological consequences of displacement and unemployment.

The WINGS project pursues this mission through a multifaceted approach:

- Development of resources. A Guidebook titled “Rise Up: Career Development Strategies for Migrant Women” provides accessible, actionable advice tailored to the unique challenges faced by women-forced migrants in navigating the labor market of their host countries.
- Comprehensive Integration Learning Program (CILP). This program offers skill-building opportunities designed to help participants transition effectively into new work environments.
- Comprehensive Integration Learning Program (CILP). This program offers skill-building opportunities designed to help participants transition effectively into new work environments.

The WINGS project is crucial not only for the immediate support it provides to women-forced migrants but also for its long-term impact on their integration and success. By empowering these women to overcome professional exclusion and restart their careers with confidence, the project contributes to fostering social cohesion and promoting inclusive economic growth in host communities.

WINGS objectives:

¹ UN Refugees Operational Data Portal. (2024). URL: <https://data.unhcr.org/en/country/ukr>

² UKRAINE SITUATION REGIONAL REFUGEE RESPONSE PLAN (2024). UNHCR. Geneva, Switzerland, January 2024. URL: <https://data.unhcr.org/en/documents/details/105903>

- To raise society's awareness about the challenges faced by women-forced migrants and promote understanding and empathy within host communities,
- To empower women-forced migrants to build financial independence and self-sufficiency,
- To build a network of support and connections with other forced migrant women and professionals in the field, creating opportunities for collaboration and mentorship,
- To create a comprehensive and accessible e-book that highlights the peculiarities of the labor market and employment in the labor market of the host country, including a collection of various,
- To create a comprehensive and accessible e-book that highlights the peculiarities of the labor market and employment in the labor market of the host country, including a collection of various,
- To bring stakeholders (together migrant women, representatives of local authorities, supporting organizations, and other stakeholders) to discuss challenges and propose solutions related to women's career restart and integration

The WINGS project involves partner organizations from countries experiencing large number of Ukrainian refugees: Czechia (400 000 forced-migrated Ukrainians), Poland (1 100 000 forced-migrated Ukrainians), Germany (1 190 255 forced-migrated Ukrainians)³, Türkiye (46,000 forced-migrated Ukrainians)⁴. Ukraine witnesses 3.555 million displaced internally within Ukraine⁵. WINGS partner organizations include:

³ Ukraine: Over 6 Million Refugees Spread Across Europe (2024). UN Regional Information Centre for Western Europe. URL: <https://unric.org/en/ukraine-over-6-million-refugees-spread-across-europe/>

⁴ Sude Akgundogdu, Collin Trissel (2024) Turkey's Growing Ukrainian and Russian Communities. URL: <https://www.washingtoninstitute.org/policy-analysis/turkeys-growing-ukrainian-and-russian-communities>

⁵ UN Refugees Operational Data Portal. (2024). URL: <https://data.unhcr.org/en/country/ukr>



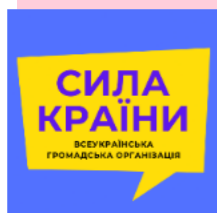
HOCHSCHULE WISMAR (HSW, Higher education institution, Germany) is a German university with over a century of academic excellence in engineering, technology, business, and design. Serving 8,900 students, HSW is a leader in e-learning and international collaboration. Its expertise in Erasmus+ projects, migrant integration, and entrepreneurship fosters innovation and empowers individuals to succeed in education, careers, and research.

www.hs-wismar.de



Fundacja Marki Polskiej im. prof. Witolda Kieżuna (FMP, Foundation, Poland) champions skill development, inclusion, and sustainability. It supports civil society growth, promotes EU values, and addresses social challenges like unemployment and exclusion, particularly for migrants. With expertise in Erasmus+ projects, education, and labor market integration, FMP fosters collaboration and empowers individuals, including Ukrainian refugees, through lifelong learning and innovative solutions.

www.fmarkipolskiej.pl



SYLA KRAINY (NGO SK, NGO, Ukraine) founded in 2011, is dedicated to fostering inclusion, protecting socio-economic rights, and supporting vulnerable groups, including migrants and people with disabilities. With expertise in legal aid, education, and labor market adaptation, NGO SK has led impactful projects promoting equality, women's empowerment, and career development for displaced individuals across Ukraine and Europe.

www.syla-krayini.com.ua



Prague City Vysoka Skola s.r.o. (PCU, Higher education institution, Czechia), founded in 2004, offers British-accredited education in English across diverse disciplines, emphasizing sustainability, inclusion, and innovation. With strong international partnerships, PCU supports displaced Ukrainian students, provides scholarships, and fosters integration through research, social programs, and trauma-informed workshops. Its expertise in education, business, and media makes it a valuable partner for initiatives promoting societal and economic inclusion.

www.praguecityuniversity.cz



Akademi K lt r ve Eđitim Derneđi (AKED, NGO, T rkiye), (AKED, NGO, T rkiye), founded in 2013 in Kastamonu, promotes education, culture, and sports through local and international projects. With expertise in Erasmus+ initiatives and social responsibility campaigns, AKED empowers youth, fosters inclusion, and enhances professional skills. Its multidisciplinary team excels in project coordination, offering innovative solutions to societal challenges and building partnerships across national and international arenas.

www.aked.biz

The WINGS project serves as a powerful response to the challenges faced by women forced to migrate due to the war in Ukraine. By providing career development resources, skill-building opportunities, and fostering collaboration among key stakeholders, the project empowers these women to rebuild their lives, achieve financial independence, and integrate successfully into their host communities. Through its multifaceted approach and international partnerships, WINGS not only addresses immediate needs but also contributes to long-term social cohesion and inclusive economic growth across Europe and beyond.

One of the key elements of the WINGS project to achieve its goals – is the Guidebook “Rise Up: Career Development Strategies for Migrant Women”.

1.2. Purpose of the Guidebook

The Guidebook, “Rise Up: Career Development Strategies for Migrant Women,” is crafted with the heartfelt intention of being a supportive, empowering, and practical resource for adult women forced to migrate from Ukraine. Recognizing the immense challenges these women face in rebuilding their lives in host countries, this guide offers a roadmap to help them navigate new and often complex environments with confidence, clarity, and optimism.

Its purpose is to serve as both a comprehensive guide and a source of inspiration, equipping women with the tools and knowledge needed to overcome barriers such as language limitations, legal uncertainties, cultural differences, and professional disruptions. At the same time, it aims to instill a sense of empowerment, helping these women see the opportunities available to them and take actionable steps toward building a secure and fulfilling future.

Drawing on the expertise and collaborative efforts of the WINGS project, this guidebook is thoughtfully structured around the key areas critical to career development and personal growth in Germany. These include:

- Understanding labor markets. Learn about the labor market dynamics in host countries, identify promising industries, and explore opportunities tailored to women forced to migrate.
- Understanding labor markets. Learn about the labor market dynamics in host countries, identify promising industries, and explore opportunities tailored to women forced to migrate.
- Leveraging support networks. Access a curated list of local and international organizations offering career development programs, mentoring, and community support to empower women during this transition.
- Mastering the job application process. Step-by-step guidance on creating standout resumes and cover letters, acting job interviews, and using online job portals effectively.
- Mastering the job application process. Step-by-step guidance on creating standout resumes and cover letters, acting job interviews, and using online job portals effectively.
- Starting a business. Tools, tips, and resources for women exploring entrepreneurship and self-employment, including ways to assess entrepreneurial potential and access funding and support.

The guidebook is written in an approachable style to ensure that its wealth of information feels accessible and relatable. It is thoughtfully organized to allow readers to easily find and focus on the topics most relevant to their current needs.

Beyond its practical applications, the guidebook also seeks to foster a sense of community and belonging. Through this guide, women will find not only actionable strategies but also the support and inspiration to rise up, rebuild their lives, and thrive in their new environments.

2. LABOUR MARKET TRENDS AND OPPORTUNITIES

2.1 Understanding the Labour Market in the Czech Republic

General Economic Overview

Czechia's economy has been growing, and it is forecasted to accelerate to 2.4% in 2025 and 2.7% in 2026, providing more job opportunities. Also, the unemployment rate is the lowest in the EU (2.6%). Czechia faces labor shortages in specific sectors, primarily in technology, knowledge-based sectors, and healthcare segments, leading to rising wages in these areas⁶. Services account for most of the economy, followed by manufacturing, construction, and agriculture. Foreign investment has played a significant role, with the largest share held by the EU countries, followed by the United States. This situation emphasizes the added benefit of fluency in other foreign languages besides Czech and the pressing need for tertiary education to find employment opportunities for a skilled workforce.

The Czech Republic finds itself with one of the lowest shares of university graduates in the European Union, according to recent data published by the Organization for Economic Co-operation and Development (OECD)⁷. While recent trends indicate that more individuals from stronger demographics are seeking higher education, the public funding of universities is insufficient. The Ukrainian migrants with a foreign language base and completed tertiary education thus have an added advantage on the Czech labor market regarding career prospects.

Key Industries in the Czech Republic and Employment Opportunities

Ukrainian migrant women's average (high-end) and minimum wages are listed below. They include those in the car, aviation, engineering, environmental technologies, electronics and electrical engineering, chemical, glass and ceramics, furniture and interior design, ICT, building, and food industries⁸.

Car Industry (Average Wage: 66,896 CZK, Minimum wage: 33,032 CZK)

The Czech Republic hosts one of the world's highest concentrations of automotive-related manufacturing and design activity, employing more than 150,000 people and accounting for more than 20% of Czech manufacturing output. Over the last five years, investors have created over 10,000 new jobs and invested more than EUR 1.4 billion in the Czech automotive industry.

Aviation Industry (Average Wage: 62,900 CZK, Minimum wage: 27,400 CZK)

The Czech Republic has a long aviation tradition that focuses on two main activities: the production of complete aircraft and the production of components for large transport, military, and helicopter aircraft.

Engineering Industry (Average Wage: 70,468 CZK, Minimum wage: 33,753 CZK)

⁶ https://economy-finance.ec.europa.eu/economic-surveillance-eu-economies/czechia/economic-forecast-czechia_en

⁷ https://www.oecd-ilibrary.org/content/dam/oecd/en/publications/reports/2020/12/education-policy-outlook-in-the-czech-republic_f5f41339/6363ab1d-en.pdf

⁸ https://mzv.gov.cz/riyadh/en/trade_and_economy/traditional_sectors_in_cz/index.html

Engineering forms the backbone of the Czech economy, and its manufacturing base comprises more than 1,100 companies. These companies are primarily involved in energy engineering, transport engineering, machining and shaping tools, metallurgy, and the production of structures and metal components. Production also grows due to new technologies, such as nanotechnologies, sophisticated electronics, automated systems, and mechatronics.

Environmental Technologies (Average Wage: 59,446 CZK, Minimum wage: 31,104 CZK)

The environmental technological industry has been on the rise in the Czech Republic for a long time, and these modern approaches mean plenty of opportunities for the Czech industry. Czech companies are involved in the green technologies sector, such as manufacturing biogas stations. Aqua Industry Technologies treats wastewater using 3D nanotechnologies and hydroelectric plants.

Electronics and Electrical Engineering (Average Wage: 70,468 CZK, Minimum wage: 33,753 CZK)

The Czech electronics and electrical engineering sector is based on its long tradition and the extensive skills of its employees. Over 17,000 companies employ more than 180,000 workers in the industry here. Electrical engineering (electric engines, generators, transformers, electric switchgear systems and switch aggregates, cables, and insulated wires), computer and office technology, consumer electronics, hardware and automated electronics, and medical and optical equipment rank among other sectors of the electrical industry production.

Chemical and Pharmaceutical Industry (Average Wage: 81,485 CZK, Minimum wage: 39,324 CZK)

The Czech Republic's chemical industry is one of its main industrial branches. More than 116,000 people are employed in this area. Czech companies are among the most significant producers of fertilizers, polyester fibres, plastic materials, and inorganic substances.

Glass and Ceramic Industry (Average Wage: 50,030 CZK, Minimum wage: 25,380 CZK)

The Czech ceramic industry has an excellent reputation worldwide thanks to its unique and top-quality hand-crafted production. Roughly 150 companies represent the glass and ceramic industry, and more than 22,000 employees are employed in this sector. Companies dedicated to producing chandeliers, drinking glasses, jewellery, and much more provide employment opportunities in this area, but the market has been shrinking due to the closure of several manufacturers in the last few years.

Furniture Industry (Average Wage: 51,328 CZK, Minimum wage: 26,735 CZK)

The Czech furniture industry benefits from the reliable availability of basic materials—blanks, chipboards, veneers, squared timber, etc. This sector's crown is curved-wood furniture with design features such as forging, clips, and lockers. The sector has recorded unprecedented growth in recent years, mainly due to exports providing employment opportunities in this area. Furniture producers often cooperate with designers and the designers' studios, supplying furniture to cafés, restaurants, and hotels worldwide.

Building Industry (Average Wage: 74,253 CZK, Minimum wage: 33,117 CZK)

The building industry is one of the Czech economy's most essential pillars. It represents 7% of the Czech economy's production, and more than 8% of all employed people work in this area. This area offers many job opportunities from a manual perspective and related administrative tasks, which may be more suitable for women migrant employees.

ICT Sector (Average Wage: 112,657 CZK, Minimum Wage: 46,531 CZK)

The Czech Republic has become a desirable spot for foreign investors in this sector, especially for its development centres and outsourcing IT services. Global companies are among the most significant investors in this field.

Food Industry (Average Wage: 53,042 CZK, Minimum wage: 24,502 CZK)

The sub - sectors of the food industry in the Czech Republic include the processing and preservation of meat and meat products, the processing of fruits and vegetables, the production of dairy products, and the production of mill and starch products. In the field of beverages, the primary sectors are brewing, mineral water production, soft drinks, distilleries, and viticulture.

Industrial Design (Average Wage: 77,191 CZK, Minimum wage: 31,199 CZK)

Many Czech companies have adopted cooperation with a designer into their business and marketing strategies, and they succeed in the interior design sector. Due to design, producers of town furniture or sanitary beds have been successful worldwide. This market offers unique opportunities to the workforce skilled in this area.

Growing and shrinking industries' projections

The Czech Republic's industrial sector has exhibited positive signs of resurgence in 2024. According to the Czech Statistical Office (CZSO), industrial production rose 9.0% year-on-year in April 2024⁹. Manufacturing, leading the charge, witnessed an even more remarkable growth of 11.2%. Strong automotive, chemical, and machinery production performances drive this positive trend. The service industry has increased steadily since 2016 due to rising household purchasing power. There are strong performances in producing motor vehicles, chemicals, and machinery. With a focus on innovation, diversification, and attracting skilled workers, the Czech Republic's industrial sector is well-positioned for sustained growth in the years to come, providing plenty of opportunities for migrant women.

The downturn, however, continues in the production of some industrial regions, including basic metals, metallurgy, and foundry, as well as in the mining of black and brown coal. The Glass industry was also majorly affected by the 2008 economic crisis and the COVID-19 pandemic, leading to the closure of several manufacturers. However, it keeps adapting by establishing mostly family-type businesses to promote tradition with a strong online presence to reach customers.

Common Types of Employment¹⁰

Full-time employees (HPP) are hired to work 35-40 hours per week, typically have a regular schedule, and receive consistent pay. They are also provided with the usual work benefits, such as health insurance, paid time off, and retirement plans. Part-time and seasonal employees are governed by **DPP and DPČ** contracts having different conditions of holiday time and pay of health and social insurance (detailed information can be found in section 3 of this guidebook).

2.2. Promising Industries and Job Opportunities for Women-Forced Migrants

Current Situation of the Ukrainian workforce (specifically women) in the Czech Republic

⁹https://mzv.gov.cz/pretoria/en/economic_and_commercial_information/czech_industry_revs_up_for_growth_1.html#:~:text=According%20to%20the%20Czech%20Statistical,more%20remarkable%20growth%20of%2011.2%25.

¹⁰ <https://metropolevsech.eu/en/potrebuji-resit/zamestnani/zakladni-informace-o-zamestnavani-v-cr/>

The Ukrainian workforce currently makes up a large proportion of the foreign workers in the Czech Republic (32 percent of all job seekers registered at labour offices, and 43 percent are women)¹¹. Displaced persons from Ukraine can integrate into EU labour markets relatively quickly, in part due to laws that allow them to start working almost immediately upon arrival. Nearly half of the workforce currently does not need a work permit (they have permanent residence in the Czech Republic, are sponsored by the employer or graduated from high school, technical school, or University in the Czech Republic). At the same time, the rest can apply for the employee card (long-term residence and work permit) and work permit (permit to work for a maximum of two years). Blue cards are available to those who provide evidence of high skill (at least three years of university education).

Currently, the Ukrainians registered at the labour office have been chiefly employed in less skilled, physically demanding work, such as machine operators and blue-collar jobs, but increasingly over time have become scattered across a wide range of occupations of more skilled labor. The recent Ukrainian immigrants are mostly women (66 %), of whom two-thirds are of working age (15-64 years), representing the potential labor force. The Ukrainian immigrants help to improve the shortage of skilled workers, which is in the Czech Republic at 49%.

Integration of Ukrainian women into the workforce

The main factors influencing labour market integration are gender, age, health, family situation, knowledge of the Czech language, and time spent in Czechia. Other factors include having networks of friends or relatives in Czechia, the level of education achieved, and the type of occupation previously held in Ukraine.

On a positive side, a large percentage of the women migrants (49%) currently completed tertiary education mainly in the fields of business, administration and law, services, engineering, manufacturing and construction, education and health and welfare which creates the proper skill set for the industries offering job opportunities in these segments¹².

In terms of types of occupations, individuals with the highest level of employment are currently those who used to work as craftsmen (and in related fields) while in Ukraine followed by machine operators or assemblers (such as truck or bus drivers and mining or rubber machine operators), finally, persons who previously worked as managers reported the third-highest employment rate, holding jobs in Czechia. So far, the immigrants have been employed to help fill vacancies in industry, logistics, gastronomy, and agriculture sectors.

There is a persistent barrier in integration of women in the workforce due to the structure of the regional labour market and type of work available for migrants who do not know the Czech language, which have historically been mostly low-skilled positions, intended for physically fit and strong people who can work in shifts, on weekends, and long hours. However, the situation is more favourable in big cities in the regions of Central Bohemia in Prague, Karlovy Vary, Liberec, and Pilsen, where women can find work in the service sector (Migrace online, 2016).

Childbearing responsibilities are also noted as one of the leading barriers for women to enter the workforce, followed by taking care of a person with a serious health condition in the house or living with someone over 60 years old. Women are often the primary or only caregivers in the family. Almost half of the women in the Czech Republic have children under 18 years old; among these women, more than half are alone with at least one child. Most of the women who are in Czechia with children are not accompanied by

¹¹ <https://www.cnb.cz/en/monetary-policy/monetary-policy-reports/boxes-and-articles/Ukrainian-nationals-on-the-Czech-labour-market/>

¹² https://czechia.iom.int/sites/g/files/tmzbd1681/files/inline-files/iom-czechia-dtm-report-2023_en.pdf

a male adult. Women who are alone with children thus face obstacles while trying to balance work and care responsibilities.

To overcome these challenges, the women can receive help from several organisations listed in the next section for smoother integration into the Czech workforce:

Currently, the three most common occupations for Ukrainian migrant women are elementary occupations, plant and machine operators, and services and sales workers. With the broad skills the Ukrainian women can offer and their high completion of tertiary education, it is expected that the Ukrainian women will proliferate in other management and business fields and related service industries, as specified in the section below.

Promising industries for Ukrainian women migrants

Among the promising industries for Ukrainian migrants in the Czech Republic belong the IT, Manufacturing, Transport and Logistics, Sales and Marketing, Administrative Support and Front Office, HR, and Customer service sectors

The most important in rapid changes on the Czech market are creativity and originality, responsibility, reliability, discipline, logical thinking and problem-solving, resilience, ability to manage stress, adaptability, collaboration and teamwork, curiosity, initiative, leadership, and social influence. These skills are transferable and thus relate to all industries. Ukrainian women can practice and improve these skills during the training sessions, which Prague City University will provide.

3. LEGAL REGULATIONS AND EMPLOYMENT REQUIREMENTS

3.1. Obtaining a Work Permit and Legal Documentation

There are various types of work permits depending on the status of a migrant: Ukrainian migrants in the Czech Republic are exempt from needing a work permit under certain circumstances e.g., refugee status, while others require either an Employee Card or a Work Permit. Family members of Ukrainian migrants who are residing in the Czech Republic for "family reunification" are also exempt from needing a work permit.

Exemptions from Work Permits applicable to Ukrainian migrants (Refugees):

Temporary Protection:

Ukrainian nationals granted temporary protection in the Czech Republic can work without a work permit. Temporary protection for Ukrainian war refugees was initially given until March 2023, with extensions and ongoing policy updates¹³.

Family Reunification:

Family members of Ukrainian citizens residing in the Czech Republic for family reunification are also exempt from requiring a work permit.

Work Permits Requirements for Ukrainian migrant workers with non-refugees:

Employee Card:

This permit is usually issued for a specific job and employer for long-term residence and work.

Work Permit:

This permit is for a specific job with a particular agency and is generally valid for a maximum of two years, but it can be extended.

Blue Card:

For jobs requiring higher qualifications (higher vocational education or university education).

Special Work Visa:

For certain economic activities, such as those in government-approved programs managed by the Ministry of Agriculture.

Ukrainian citizens who fled the war in Ukraine are granted temporary protection in the Czech Republic, offering a pathway to a special long-term residence permit. To qualify for long-term residence, Ukrainian refugees must have lived in the Czech Republic for over two years, demonstrate economic self-sufficiency, and not depend on welfare benefits. The temporary residence and the long-term residency permit have specific benefits, eligibility criteria and registration processes as provided below. The temporary residence and the long-term residence permit provide access to public health insurance, education, the labor market, and additional assistance

¹³ <https://mediafiles.accace.net/2025/02/CZ-2025-How-to-employ-refugees-from-Ukraine-in-CZ-EN.pdf>

like accommodation. Online registration is required for extension of temporary residence and can be done through the Ministry of the Interior's official website at: <https://mv.gov.cz/docDetail.aspx?docid=21667282&doctype=ART>

Special Long-Term Residence Permit is available to Ukrainian refugees who have been in the Czech Republic under temporary protection for more than two years and meet specific criteria listed below:

- Economic self-sufficiency
- Independence from welfare benefits
- No criminal record.

Transitioning from temporary protection to long-term residence is typically made for entire families. The registration process for long-term residence is similar to renewing temporary protection and can be done online through the Ministry of the Interior's official website at:

<https://mv.gov.cz/mvcren/article/third-country-nationals-long-term-residence.aspx>

Foreigners with valid temporary protection granted in the Czech Republic are considered foreigners with permanent residence for the Employment Act. They therefore have free access to the labor market. The employment or work contract must ensure that the foreigner's monthly wage is not less than the introductory monthly minimum wage rate. Also, the weekly working hours in each basic employment relationship must be at least 15 hours a week.

3.2. Understanding Labor Rights and Employment Laws

In the Czech Republic there are different types of contracts that the employee can receive which impact the conditions attached to the health and social security, holiday time and the overall security from the employment. The common types of contracts are listed below:

Fixed-Term/Indefinite Term Contract¹⁴

A full-time job in the Czech Republic equates to 40 hours a week; if you agree with your employer to work part-time, the wage is reduced accordingly. However, part-time work opportunities with fixed-term contracts are scarce, and most part-time jobs are done under different agreements, which will be explained in the following sections. A full-time employment contract states a gross wage (wage before income tax and health and social insurance deductions). In the year 2025 the minimum gross salary for a full-time job is 20,800 CZK.

You and your employer agree on a probationary period in the employment contract. During the probationary period you can decide whether you are satisfied with your new job. It cannot last for more than 4 months (8 months for managers). If you are not satisfied with your job, you may terminate your employment any time during the probationary period. However, the employer may also terminate your employment

¹⁴ <https://leglobal.law/countries/czech-republic/employment-law/employment-law-overview-czech-republic/02-employment-contracts/#::~:~:text=a%20bilingual%20version.-,Fixed%2Dterm/Open%2Dended%20Contracts,not%20be%20taken%20into%20account.>

any time during the probationary period without giving any reasons. Typical probationary period agreed in the full-time contracts is 3 months. For overtime work, work at night, during weekends and on bank holidays you are entitled to bonus pay from your employer. Alternatively, you can take compensatory leave.

According to law, as an employee you are entitled to 4 weeks of annual leave during which you are paid your contractual wage (after having worked for 60 days). Employers are obliged to allow women to go on maternity leave, which lasts for 28 weeks and is followed by the paternity leave, which is up to 3 years of a child, in this time period the employer must provide the time off from work if requested by the employee. In case your children are ill, you can stay at home with them and take care of them. The employer is obliged to pay health and social insurance for you under the fixed term contract. A part of it is deducted as a percentage from your wage; another part is paid directly by the employer. All employees, Czech citizens, and foreigners participate in public health insurance. If you wish to terminate the contract and you pass the probation leave, you are required to give the employer at least two months written notice regarding your decision to leave without a need to provide a reason.

Part-time employees and seasonal workers¹⁵

In the Czech Republic, part-time work is either governed by the reduction of hours from fixed term contract but this is in reality rarely done, the part time contracts are mostly governed by two types of agreements provided below:

Agreement to complete a job (DPP)

Under DPP, a person may work up to 300 hours per year for one employer. If the monthly income from DPP work exceeds 10,000 CZK, the person is responsible for paying health and social insurance in addition to income tax.

Agreement to perform work (DPČ)

Under DPČ, there is a limit on the scope of work permitted—the maximum you may work is half of a whole working week (that is, 20 hours) for one employer. Health and social insurance are in this case paid the same way as in the case of full-time employment, thus paid by the employer.

People working under a work performance agreement (DPP) and a work activity agreement (DPČ) are entitled to holiday, provided that the conditions set out by law are met. The agreement must last for at least 4 weeks (28 calendar days) continuously. During this period, the employee must have worked at least 80 hours. The entitlement to holiday is calculated as for employees with a main employment relationship (For every 20 hours worked, the entitlement to approximately 1.5 hours of holiday arises).

Employers must create working conditions for their employees that enable them to perform their work safely. For occupations where this is not possible (e.g., people working outdoors), the employer must provide safety breaks and protective drinks to replenish minerals. In addition to suitable working conditions, employers must provide their employees with protective work equipment and, in some cases, work clothing and footwear. However, this only applies to those occupations where excessive wear and tear or soiling occurs, possibly for hygiene reasons.

¹⁵ <https://metropolevsech.eu/en/potrebuji-resit/zamestnani/zakladni-informace-o-zamestnavani-v-cr/#:~:text=With%20DPP%C4%8C%2C%20there%20is%20also,the%20State%20Labour%20Inspectorate%20Office.>

Your employer must pay you for the work you do. In addition, the Labor Code¹⁶ in the Czech Republic stipulates that all employees must receive the same pay for the same work or work of equal value. Equal work means work that is comparably complex, responsible, or arduous and performed under comparable conditions with comparable performance and results. The wage must be agreed upon before the work starts and not be less than the current minimum wage. Your employer must pay you for work on public holidays and give you compensatory time off to the extent of the work done on the holiday. If you are off work on a public holiday, you are entitled to wage compensation equal to your average earnings and if you work overnight, you are entitled to an additional payment of at least 10% of your average earnings. The same rule applies if you work on Saturdays and Sundays or if you work in a difficult working environment. A difficult working environment is defined as an environment in which work is performed in an environment that is hazardous to the employee (e.g. working in a noisy, dusty environment, etc.)

If you start a new job, your employer is obliged to train you. During the training period, you are also entitled to the wages you would receive for normal work. Your employer may also send you to different training courses. The employer must pay for this training. You will receive your normal wages for the time you spend in training.

Employers are additionally obliged to allow their employees a half an hour break after no more than 6 hours of work. For juvenile employees, after 4.5 hours. Similarly, employers must allow their employees a continuous daily rest period of at least 11 hours in a 24-hour period. An exception is overtime, which can only be granted for serious reasons. However, overtime must always be paid, and you are entitled to an additional payment of at least 25% of your average earnings. In addition, it is also possible to agree with your employer on compensatory time off in lieu of overtime pay.

What to do when your employment rights are violated?

In case the employer does not fulfil their legal obligations, you can submit a complaint to the Labour Inspectorate directly on the website of the State Labour Inspectorate or via the data box :

<https://www.suip.cz/web/suip/podani-podnetu>
<https://dostupnyadvokat.cz/en/blog/tips-using-your>

The submission must identify the employer to whom the complaint relates – i.e., the company's name or the employer's name, registration number, and place of work. Providing supporting evidence (e.g., an employment contract that violates the rules) also helps to strengthen your case.

¹⁶ https://mzv.gov.cz/file/160129/Labour_Code.pdf

4. SUPPORT NETWORKS AND ORGANIZATIONS

4.1. Local and international support organizations

1. IOM (International Organization for Migration)

Contact information:

- **Address:** 17 Route des Morillons, 1218 Grand-Saconnex, Switzerland. For specific needs, you can also contact IOM's regional or country offices
- **Phone:** +41227179111
- **E-mail:** info@damigra.de
- **Website:** <https://www.iom.int/>

The IOM collaborates with organizations like ADRA to provide long-term integration support, including job placement and housing assistance for Ukrainian women.

Specifically, IOM collaborates in the following areas:

- IOM coordinates as an active member of the Humanitarian Country Team (HCT) and UN Country Team (UNCT).
- IOM also coordinates closely with the central and local government for humanitarian, development, and recovery assistance to reach populations in need, and the Government of Ukraine (GoU) receives support to deliver assistance.
- IOM continues to work closely with partner agencies to ensure coordination during the implementation of this CRP in 2025.

2. UNHCR (United Nations High Commissioner for Refugees)

Contact information:

- **Address:** UNHCR Headquarters, Geneva, Switzerland, Case Postale 2500, CH-1211 Genève 2 Dépôt, Suisse, Czech Republic
- **Phone:** +41227398111 (automatic switchboard)
- **Refugee helpline (toll-free):** 800 050 832
- **E-mail:** info.fap.de@iom.int
- **Website:** <https://help.unhcr.org/czech/about-unhcr-in-the-czech-republic/unhcr-partner-organizations/>

UNHCR funds the activities of partner organizations that provide legal, social, and employment support to refugees, including Ukrainian women.

Its specific projects include

- Subsistence assistance
- Cash assistance
- Education assistance.

Local Organizations

3. Metropole Všech

Contact information:

- **Address:** Mariánské náměstí 2, Praha 1 (The main magistrate of Prague city), Czech Republic
- **Phone:** +420774 24 35
- **E-mail:** contact@migact.net
- **Website:** <https://metropolevsech.eu/cs/o-nas/hlavni-mesto-praha-a-integrace/o-webove-strance/>

Metropole Všech operates the Centre for Follow-Up Support for Ukrainian Refugees, offering social counselling, education, and healthcare. Their support includes the following activities:

Its services include:

- Czech language courses,
- Educational programs for both children and adults, and events that facilitate cultural exchange.
- Recognition of foreign education and provides support for newcomers to Prague.

4. Arcidiézní charita Praha

Contact information:

- **Address:** Arcidiecézní charita Praha, Pernerova 336/20, 186 00 Praha 8-Karlín, Czech Republic
- **E-mail:** paha@praha.charita.cz
- **Phone:** +420739002909
- **Website:** <https://praha.charita.cz/sluzby/migrace/>

Arcidiézní charita Praha provides social and legal counselling, assistance and interpretation services.

Specifically, its activities are provided below:

- Supporting education
- Community development
- Healthcare and humanitarian aid abroad

- Organizing various charity events and collections.

5. Integrační Centrum Praha

Contact information:

- **Address:** Žitná 1574/51, 110 00 Praha 1, Czech Republic
- **E-mail:** centrum@icpraha.com
- **Phone:** +420252543846
- **Website:** <https://icpraha.com/>, specifically for Ukrainian migrants: <https://icpraha.com/zakladni-informace-a-pomoc-pro-obcany-ukrajiny>

The Integration Centre Prague (ICP) is an NGO established for the purpose of effective coordination of integration activities and establishing cooperation between the non-profit sector, local government and the City of Prague. The activities are financed from the EU Asylum, Migration and Integration Fund, the Ministry of the Interior of the Czech Republic and the City of Prague thus providing services free of charge and are therefore available to everyone who needs them.

Its specific activities are listed below:

- Counselling
- Czech language courses
- Translations
- Networking
- Adaptation and integration courses
- Workshops.

6. Consortium of Migrants Assisting Organizations

Contact information:

- **Address:** Lublaňská 5/57, 120 00 Prague 2 - Vinohrady, Czech Republic
- **Phone:** +420 800 050 749 (free from the CR) or +420 239 050 532 (paid calls from abroad),
- **Website:** <https://migracnikonsorcium.cz/en/who-we-are/>

The Consortium is an umbrella organization for a group of NGOs that promote the rights of foreign nationals in the Czech Republic to set conditions for foreigners to live a fulfilling life under fair conditions. The eighteen organizations currently provide humanitarian aid as well as legal and social counselling to migrants, raise public awareness, and promote intercultural dialogue.

Its specific activities include:

- Coordinating cooperation among its member NGOs
- Building networks and analysing trends

- Providing expert recommendations to policymakers
- Offering a range of services including social, legal, and psychological counselling and educational and informational materials on migration.

7. Organizace pro pomoc uprchlíkům (OPU)

Contact information:

- **Address:** Poděbradská 5, 190 00 Praha 9 – Vysočany, Czech Republic
- **E-mail:** opu@opu.cz
- **Phone:** +420730158779
- **Website:** <https://www.opu.cz/>

The Organization for Aid to Refugees (OPU) is a non-governmental, non-profit humanitarian organization, helping refugees and migrants in the Czech Republic since 1991. OPU provides free legal and social counselling, education programs for public and other activities to support migrants' integration.

Its specific activities include:

- Work with clients (social and legal help) through largest network of volunteers
- Community centre which provides language courses, tutoring of children, trips and leisure activities, lectures and professional activities.

8. Agency for Migration and Adaptation (AMIGA)

Contact information:

- **Address:** Záhřebská 539/15, Praha 2, 120 00, Czech Republic
- **E-mail:** info@amiga-migrant.cz
- **Phone:** +420 36101609
- **Website:** <https://www.amiga-migrant.cz/>

AMIGA aims at more effective integration of migrants in the Czech Republic and support of like-minded organizations. AMIGA supports newcomers to the Czech Republic through community engagement, psychosocial support, and assistance on the path to health and a fulfilling life. The concept is based on a belief in human rights, inclusion, and the fight against discrimination and racism.

Its specific activities include:

- Free courses and support programs are offered for people affected by the war in Ukraine and for workers in helping professions. Experts and psychologists from Ukraine and the Czech Republic lead seminars, training, and support groups, focusing on self-development and the exchange of new ideas.
- The Community Centre provides a wide range of support activities for migrants and their families. The goal is to help them adapt to their new environment, strengthen community ties, and offer practical support in everyday life. We organize educational courses, cultural events, professional counselling, and leisure activities, contributing to personal development and integration.

- We organize walks through Prague, creative workshops, culinary workshops, and other activities that bring joy, new skills, and cultural enrichment.

9. Caritas

Contact information:

- **Address:** Vladislavova 12, 110 00 Praha 1, Czech Republic
- **E-mail:** sekretariat@charita.cz
- **Phone:** +420296243330
- **Website:** <https://www.charita.cz/en/>
- **ІНФОРМАЦІЙНА ЛІНІЯ** – Assistance in Ukrainian and Czech, phone +420 731 432 431, e-mail: ukraine.info@charita.cz

Caritas offers assistance to foreign nationals who find themselves in need or in a situation that they cannot solve on their own. In most cases, these are problems related to residence permits, social security, health care, and finding accommodation, employment, or education. We emphasise integration activities, facilitating the integration of migrants and refugees into Czech society. We facilitate the work of institutions and contribute to the problem-free coexistence of the majority society and the newcomers.

Specifically, Caritas provides:

- Assistance to foreign nationals in need or in a situation they cannot cope with by themselves. Often, this involves social security, health care, accommodation, and employment.

4.2. Services and Programs Offered by Support Organizations

1. Dumka

Contact information:

- **Address:** KC AMIGA - Belgická 11, Praha 2-Vinohrady, Czech Republic
- **Website:** <https://www.dumka.cz/cz>
- **Phone:** +420778 79211

Dumka is a project that was created in response to a clear demand for psychosocial support for refugees and those helping them after the outbreak of war in Ukraine in February 2022. The goal is to help alleviate the impacts of the traumatic departure from their homeland and the constant uncertainty that refugees experience until the war ends.

The DUMKA team is composed of Ukrainian and Russian-speaking specialists in mental health, healthcare, social work, and education. These specialists work with clients in their native language to improve their psychological health and better adapt to life in the Czech Republic.

2. Association for Integration and Migration

Contact information:

- **Address:** Havlíčkovo náměstí 2, 130 00 Praha 3, Czech Republic
- **Website:** <https://migrace.com/>
- **Phone:** +420224224379
- **E-mail:** poradna@migrace.com

The Association for Integration and Migration (Simi) is a human rights organization that defends the rights of migrants and provides them with comprehensive support without discrimination. It supports integration and mutual coexistence and strives for a fair, informed, and open society that perceives migration as a benefit and a natural part of life.

Simi provides free legal, social, psychosocial counselling, and intercultural work services to migrants and refugees in the Czech Republic. The association has several projects targeting specifically Ukrainian migrant women:

Voices for Change: Strengthening the Position of Migrant and Refugee Women in Czech Society

In the Czech Republic, migrant and refugee women face inequalities in access to residence status, employment, healthcare, and protection from violence. Their situation is further complicated by language barriers, social isolation, and a lack of knowledge of their rights. The 'Voices for Change' project responds to these challenges and focuses on strengthening intercultural understanding and reducing discrimination at the community level. Through intercultural assistance, educational workshops, and awareness-raising campaigns, it supports awareness, active social participation, and greater independence

of migrant and refugee women. The project aims to improve their position in Czech society, increase awareness of their rights, and strengthen their resilience in crisis situations.

UNICEF Cesty – Pathways

The project aims to support refugee and migrant children and youth and promote their safe work integration, ensure youth empowerment and corporate accountability, while contributing to the sustainability of services within national frameworks for their long-term development. It will provide education on labour rights, youth protection training and strengthen the accountability of private companies by engaging employers in the prevention of exploitation. Activities include developing digital tools, delivering rights-based training for youth, and offering capacity-building webinars for employers.

Support for Ukrainian refugees III

The project aims to strengthen the adaptation and integration process of Ukrainian refugees in housing and settlement in the Capital City. The project aims to prevent social exclusion, support social inclusion, and increase awareness of refugees about their rights and obligations through interconnected long-term activities. It also focuses on strengthening coordination and sharing of experiences and information between individual actors at both horizontal and vertical levels.

3. Inbáze

Contact information:

- **Address:** Legerova 357/50, 120 00 Prague, Czech Republic
- **Phone number:** +420739037353
- **Email:** info@inbaze.cz
- **Website:** <https://inbaze.cz/>

Inbáze is a community centre which aims to create a safe and open space where not only foreigners looking for a new home in the Czech Republic, but also Czechs who are interested in the life of foreigners in the Czech Republic or are otherwise affected by the topic of integration, would come for support and help. The community centre offers several projects targeting Ukrainian migrants, such as:

Inbáze for Ukraine

The project focuses on supporting the social integration and adaptation of people from Ukraine who, because of the aggression of the Russian Federation, are in the territory of the capital city of Prague and surrounding municipalities. Based on InBáze's previous experience working with refugees from Ukraine, a comprehensive program of activities is created that will contribute to their integration and adaptation to life in the Czech Republic.

Specific project activities:

- Community activities
- Intercultural work in the community

- Personal and professional development club
- Therapeutic and counselling activities.

New jobs from Ukraine Among Us

The aim of the project is to provide support to migrants from Ukraine living in Prague and the Central Bohemian Region in accessing the labour market. The project is implemented through two activities. This is the activity "Czech for Work", which will include:

- Czech language courses focused on supporting specific professions
- An activity called "Career talk" involves meetings focused on work experience in selected professions in which the participants can best apply themselves.

Czech for Ukrainians

A partnership project of three NGOs, InBáze and R-mosty (Prague) and Spolu pro rodinu (Ostrava). The project aims to implement Czech as a second language courses for Ukrainian citizens who fled the war to the Czech Republic in 6 regions (Prague, Moravian-Silesian, Central Bohemian, South Bohemian, Karlovy Vary, and Hradec Králové regions). In addition to general Czech courses, there are also work-oriented courses, courses for teaching staff, and courses for workers in helping professions.

4. Czech Centre for Human Rights and Democracy

Contact information:

- **Address:** Lidická 700/19 602 00 Brno, Czech Republic
- **Email:** info@centrumlidskaprava.cz
- **Website:** <https://www.humanrightscentre.org/>

The Czech Centre for Human Rights and Democracy is an independent academic institution dedicated to impartial professional research on the protection of human rights and related issues. The centre offers specific activities which may be interesting for the migrant Ukrainian women such as:

- Short articles on current human rights issues: Blog (<https://www.humanrightscentre.org/blog>)
- Organizing conferences, professional seminars, lectures and discussions: Events (mostly in Czech)
- Annual online bulletin on Czech human rights events: Czech Republic Human Rights Review
- Expert studies and analysis: Publications (mostly in Czech).

5. Svitlo Community Centre

Contact information:

- **Address:** Staroměstské náměstí 4/1, 110 00 Praha, Czech Republic
- **Email:** radek.wollmann@skautskyinstitut.cz,
- **Website:** <https://www.skautskyinstitut.cz/svitlo-cz>

A place for all who are open to communication, new acquaintances, and cooperation. We will create an open space for everyone: newcomers and locals. The community centre runs a special programme for Ukrainian migrants:

INFOPOINT

Infopoint provides useful information necessary for adaptation in the Czech Republic by providing help with housing issues - renting, preparing documents, and concluding contracts. The project also provides advice on education, placing children in schools and kindergartens, taking language courses, and the nostrification of diplomas. Svitlo consultants also help you find vacancies, give advice on retraining, and write a resume. Additionally, the project helps with medical issues: how to make an appointment with a doctor and how to apply for health insurance. Finally, the centre provides social support, contacts with charitable organizations, psychological assistance, and access to integration programs.

6. Centre for Integration of Foreigners (CIC)

Contact information:

- **Address:** Pernerova 10/32, 186 00 Praha 8, Czech Republic
- **Phone:** +420704600700
- **Email:** info@cicops.cz,
- **Website:** <https://www.cicops.cz/cz/>

CIC helps immigrants to become fellow citizens. The organisation offers language courses, adaptation programs, legal and social consulting, and other support for newcomers, including Ukrainian women, to help them navigate in the Czech Republic. The current project of the interest to the Ukrainian migrants are the following:

Career Horizons – for a stronger position of Ukrainians with temporary protection in the labor market (sponsored by the EU)

The Centre for the Integration of Foreigners, o. p. s., offers activities within the project for persons from Ukraine with temporary protection who are striving for better employment in the labor market. The offer includes Czech language courses, career and study counselling, and group activities that will facilitate participants' access to appropriate job opportunities or further education. The project is intended for adults who are currently unemployed and young people from 15 years of age who are preparing for secondary school. All activities are provided free of charge.

5 JOB APPLICATION PROCESS

5.1. Crafting an Effective Resume, Cover Letter

Curriculum Vitae (CV)

The most common format for a CV today is electronic, i.e., Word or a CV in PDF. The length of a CV should not exceed two A4 pages. The advantage is a clear structure and a clean design, which makes it easy for the HR professional to find their way around. The CV is always tailored to the position you are applying for¹⁷.

The basic items are contact information, which must always be in the introductory section, including your first and last name, address, and phone number. You can also include your date of birth and attach a photo of yourself, but it is not mandatory. Still, it may be necessary for some professions that also base selection processes on aesthetics.

Specific abilities and skills that can distinguish you from other applicants for a given position should be included. List your language skills, computer skills, and whether you have a driver's license. Finally, you usually list your interests and hobbies, which can tell HR professionals more about your personality - it is worth considering which ones you will list for a specific position.

It is also essential to use the keywords that appear in the advertisement in the CV for easy scanning of the required skills and abilities that candidates can offer. Many companies also ask for recommendations and cover letters. It is advised to collect at least two recommendation letters from previous employment, which can be furnished upon request.

Motivational Letters:

The motivation letter Just like your CV, tailor your cover letter to the company and the position. If your cover letter is truly tailored, personal, and specific, you'll greatly increase your chances of success. And write about your potential employer more than about yourself. State what attracted you to the position and why. Express that you understand the importance of the position and choose 1-2 qualities or skills that you will apply in the organisation¹⁸.

For example: As a store manager, I like that I have responsibility for the whole, as if it were a small company, and at the same time have free rein in how I will treat people. I have led a team of 15 people who enjoyed working with me, and for the last 7 years I have been responsible for the results of my department, both financially and operationally.

Add something about the company that you found interesting on the internet or that you know from friends. You show that you have been interested in the company for a long time, that you are interested in its brand, that you know its history, etc. For example, that you liked their stand at the fair or that you were interested in the technology they use. In

¹⁷ <https://www.zivotopisy.cz/jak-napsat-zivotopis#:~:text=Jak%C3%BD%20form%C3%A1t%20%C5%BEivotopisu%20zvolit?,formul%C3%A1%C5%99%20na%20tvorb%C5%BEivotopisu%20zdarma.>

¹⁸ <https://www.jobs.cz/poradna/personalistka-takhle-piste-motivacni-dopis/>

short, something that was not in the advertisement and is your initiative, that you know it. Again, you show that you are willing to go the extra mile.

Describe the challenge you are up for

Write what your challenge is, what you will contribute, where your invention is, your idea, and where this position can be taken. Show here that you are someone who will not only do what is expected of him, but will think beyond the average about the job, someone who has a vision.

For example, you could write: "I want to contribute to improving the reputation of chains and how they operate and make your store the preferred choice for shopping in the city of XY."

Structure of a cover letter

The letter should be no more than 3-4 paragraphs:

In the first paragraph, write what position you are applying for. If possible, always address the letter to a specific person. In the second paragraph, write what attracted you to the position and how you will apply your experience and skills. In the third paragraph, write what you will contribute, what you want to do there, and your vision for the position. You can also add something specific that interests you on the website, or what you know from acquaintances. And finally, write about the meeting, such as:

"I'd love to meet you in person. Contact me anytime at XY or by email. Best regards...."

Servers such as <https://www.zivotopisy.cz/> will allow you to make a good format of resume suitable for the local environment. Also, the sample motivation letters can be found at:

www.uradprace.cz/profesni-zivotopis-a-motivacni-dopiswnloads/motivacni_dopis.pdf

5.2. Preparing for Job Interviews

Preparing for an interview¹⁹

First, thoroughly research the company, industry, market competition, and new trends. Go beyond the search of the website to find some information that stands out. You should set up Google Alerts for the company, so you are always informed about the new developments in the industry segment. Read the job description carefully and try to match the individual expectations to your previous experience and skill set. Can you meet all the areas they are asking for? Find a few characteristics that may set you apart from the other candidates, e.g., speaking an additional foreign language, having a specific skill set, or having work experience related to the job offering. Find where the company is location and the ideal way to get there (public transport, car, train). Prague and other Czech cities are easy to get around by public transport. Expect to be at the company reception approximately 5-10 minutes before the meeting. During your preparation, it is a good idea to look at the advertisement's wording and your CV. Think about where you see the connections. Another point of preparation is to read the company website. If someone you know works at the company, interview them. Many international companies work on a referral basis. If a person recommends you, you have higher chances of being hired, and the person recommending you will receive a financial reward if you decide to work at the company after the training period. The clothes you

¹⁹ <https://www.weba.at/cz/newsroom/novinky/tiskove-zpravy/uspesnost-pri-pracovnim-pohovoru-priprava-a-realizace>

wear may seem unimportant. But don't forget that people make first impressions. Your clothes should be clean and appropriate for the company and the position you are applying for. From entering the building, try to smile, speak loudly enough, and give a proper handshake. Body language is also essential. Sit upright in a chair with your legs together, use appropriate gestures, and look others in the eye. Do not cross legs or arms and lean forward when talking to. Study international communication to understand the local values and norms, such as <https://www.theculturefactor.com/country-comparison-tool?countries=czech+republic>

During the interview²⁰

During the interview, actively listen to the HR person, answer their questions (not discriminatory ones such as number of children, marital status, sexual orientation, religion, etc.), and ask what interests you. Do not forget that the selection process is two-way, and you must also consider if you fit in with the organisation. Try to answer with developed sentences more often than “yes” and “no”. Avoid criticism and gossip when answering questions about your previous employment, boss, and colleagues. HR people will imagine how you might talk about them in a few years. When addressing the situational and behavioural questions, prepare to answer them by preparing several anecdotes before the interview, which you can use, such as what the problem/issue was you dealt with, how you dealt with the situation, and what the outcomes were. Try to quantify them if possible. The question about financial expectations usually appears towards the end of the interview and should be asked first by the HR person. Prepare for this question and answer as specifically as possible by researching prior about what the typical average rate for the job in the given industry segment is and offering a suitable range for consideration which meets your BATNA (Best Alternative to a Negotiated Agreement) which is the best course of action you would take in case negotiation fails, in another words anything that goes above your lowest possible salary expectation. Below can be found some common interview questions and how to address them:

Common interview questions:

Why are you applying for a job with us?

- Highlight the skills and expertise you have to contribute successfully to the job

What do you expect from a job change?

- Possibility to grow personally and professionally, and contribute to organisational objectives

Why are you leaving your current job?

- The job did not provide the possibility to grow further, interest in changing fields, or relocation

What was your job description and responsibilities in your last job?

- Present your job duties via projects you worked on, and illustrate the results

What was your typical workday like?

- Provide a narrative of a typical day, including tasks, challenges, and achievements.

²⁰ <https://www.jobs.cz/poradna/rady/rady-pro-uchazece/priprava-na-pohovor/>

What do you see as your greatest contribution to our company?

- Your values should match the org. values and you should illustrate your competence in the given job based on the job description

Why should we choose you for this position?

- Illustrate what sets you apart from other candidates and highlight the skills that relate to the posting.

How does your education match the requirements of the position?

- Talk about specific areas of education and projects you worked on that relate to the job posting

What do you imagine the financial compensation will be?

- Research job's expected salary in the given industry segment and then provide a realistic range based on the market expectations, your qualifications, and achievements

When can you start?

- Be honest, when it is possible to start, perhaps you are in the period of notice, if you can start right away, make that clear to show your interest

Do you have any questions for us?

It is a good idea to prepare at least one or two questions:

- Is this a newly created position? If the position is being filled again, why did it become vacant? What are the key criteria for successfully working in this position?

After the interview²¹

When the door to the HR room closes behind you, think about how you were affected by the people you met, the environment, the communication and if you feel that you can fit in. If so, HR professionals are usually pleased if you write them an email a day or two after the interview thanking them for the meeting. However, do not try to extract information about how things are “looking” for you after the email, simply acknowledge that you appreciated the recruiter's time and learn more information about the given post and company.

5.3. Navigating Online Job Portals and Platforms

[Jobs.cz](https://www.jobs.cz)

Contact information: Contact form: <https://www.jobs.cz/kontakt/firma/>

- Focuses on experienced professionals and juniors looking for stable employment.

[Prace.cz](https://www.prace.cz)

²¹ <https://www.jobs.cz/poradna/rady/rady-pro-uchazece/priprava-na-pohovor/>

Contact information: Phone: +420 224 810 055. The phone line is available on weekdays from 8:00 to 17:00.

- Offers for blue-collar and administrative positions for temporary workers.

[Pracezarohem.cz](https://pracezarohem.cz)

Contact information: Phone: +420 210 013 000, Email: pomuzeme@pracezarohem.cz

- Focuses on job offers in the nearby area.

[Profesia.cz](https://profesia.cz)

Contact information: Phone: +420 228 886 564, Email: obchod@profesia.cz

- Offers a wide selection of job offers, including those abroad.

[Easy-prace.cz](https://easy-prace.cz)

Contact information: Email: info@easy-prace.cz

- Focuses on a wide range of job offers, from blue-collar to managerial positions.

startupjobs.cz

Contact information: Email: support@startupjobs.cz

- Focuses on work in start-up companies.

[INwork.cz](https://inwork.cz)

Contact information: Email: nfo@inwork.cz.

- Offers a wide range of job offers, including those abroad, and also focuses on career development.

[Grafton Recruitment](https://graftonrecruitment.cz)

Contact information: Phone: +420 242 456 652, Email: info@grafton.cz

- Offers various recruitment solutions, including permanent and temporary recruitment, outsourced recruitment, and international mobility.
- Provides HR consulting services, outplacement, and recruitment process outsourcing
- Specific expertise in areas like IT & Digital, Finance & Accounting, Sales & Marketing, and Manufacturing & Engineering.

[Manpower.cz](https://manpower.cz)

Contact information: Phone: +420 242 499 370, Email: headoffice@manpower.cz

- Through its various divisions like Manpower, Manpower IT, and Talent Solutions, provides comprehensive human resources solutions.
- Offers services such as recruitment, IT staffing, training, outsourcing, and outplacement, helping both employers and job seekers find the right fit.

[Úřad práce](#) (The Czech Labor Office)

Contact information: Phone: +420 950 180 100, Email: ua@uradprace.cz

- Provides assistance with employment
- Offers Czech language courses
- Assists with humanitarian benefits
- Assists with Health insurance
- Supports youth (15+) from Ukraine who do not study in the Czech high schools
- Retrains for professions that are in demand among employers.

6. EDUCATION FOR ADULT WOMEN FORCED-MIGRANTS

6.1. Formal Education Opportunities and Programs

The Czech Republic offers various formal educational programmes, including access to university studies. Universities like Charles University²², Masaryk University²³, Prague City University²⁴ and the University of Economics and Business in Prague²⁵ have implemented initiatives to support Ukrainian students, including scholarships, free movers' programs, blended format of study to facilitate and balance new working life and education development, and some even access to doctoral studies as at Masaryk University. Ukrainian university students can explore study programs at Czech universities, potentially as "free movers" while still enrolled at their home university. In addition, Masaryk University offers consultation services for Ukrainian students pursuing doctoral studies. The National Pedagogical Institute of the Czech Republic²⁶ provides information and support to schools welcoming Ukrainian children, ensuring access to education.

6.2. Non-formal education and Lifelong learning

The Czech Republic offers various non-formal educational programs to support Ukrainian immigrants, including adaptation and integration courses, Czech language courses, and other courses suitable for migrant Ukrainian women. These programs aim to facilitate integration into Czech society, provide essential information about rights and obligations, and help individuals develop necessary skills for further education or employment.

Adaptation and Integration Course (AIC)

Contact information:

Website: <https://ipc.gov.cz/en/obligations-for-foreigners/adaptation-integration-courses/>

This course provides a basic overview of Czech society, rights, and obligations. It's a mandatory requirement for certain long-term foreign residents and is offered in cooperation with Centres for Support of Integration of Foreigners. It is a 4-hour seminar designed to help foreigners quickly familiarize themselves with Czech society, local customs, and their rights and obligations.

ILPS CU Czech Language Course

Contact information:

Website: <https://ujop.cuni.cz>.

ILPS CU offers Czech language courses, some specifically tailored for Ukrainians. Depending on funding sources, these courses can be free or at a reduced price.

²² <https://cuni.cz/UKEN-1548.html>

²³ <https://www.muni.cz/en/admissions/bachelors-and-masters-studies/tuition-fees-and-financial-aid/scholarships-programmes-for-students-from-ukraine>

²⁴ <https://www.praguecityuniversity.cz/news/2023-scholarships-for-ukrainian-students>

²⁵ <https://www.vse.cz/english/support-ukraine/>

²⁶ <https://en.npi.cz/our-tasks>

The Ministry of Labour and Social Affairs and UNICEF (non-formal early learning)

Contact information:

Website: <https://www.mpsv.cz/en/>

The Ministry of Labour and Social Affairs and UNICEF²⁷ have launched a grant scheme to provide refugee children, including Ukrainian refugees, with access to various non-formal early learning opportunities. The exact goals of the grant are the following:

- Child Disability Cash Benefit Program:

UNICEF and MoLSA partnered to launch a program providing financial assistance to families with children with disabilities who are Ukrainian refugees.

- Financial Assistance for Children with Disabilities:

UNICEF, in coordination with MoLSA and the Czech Red Cross, provides monthly financial assistance to eligible Ukrainian refugee children with disabilities.

- Employment Platform for Young Refugees:

UNICEF supports a platform to connect young Ukrainian refugees with jobs, training, and other employment opportunities in the Czech Republic.

- Support for Vulnerable Children:

UNICEF and the Ministry are dedicated to protecting the rights and well-being of refugees, ensuring they have access to care, education, and opportunities.

- Support for VET Students:

Vocational education and training (VET) schools in the Czech Republic also adapt to support Ukrainian refugees, offering flexible enrolment options and modified curricula.

- Mental Health and Psychosocial Support:

Organizations like UNHCR and TRIGON Association are providing mental health support to Ukrainian refugees, including counselling and community-based psychosocial activities.

6.3. Recognition of Prior Learning and Qualifications

In the Czech Republic, recognizing the prior learning and qualifications of Ukrainian immigrants, particularly those seeking temporary protection, involves assessing skills and experience to ensure they can continue studies or work in their chosen fields. This process often includes the validation of formal, non-formal, and informal learning to integrate refugees into the education and labor markets. Ukrainian citizens who fled Russia's invasion and obtained temporary protection in the Czech Republic have access to education and the possibility of having their qualifications recognized. Individuals can apply for recognition of qualifications obtained in non-EU countries to facilitate further study or employment.

Tools for RPL and Recognition of Qualifications:

The EU Skills Profile Tool

Website: <https://ec.europa.eu/migrantskills/>

Available in Ukrainian, it can help individuals identify their skills and find suitable employment opportunities. There's a focus on fast-tracking the recognition of qualifications, including comparing skills and identifying gaps, with potential for

²⁷<https://www.unicef.org/eca/cs/media/31166/file/UNICEF%20Refugee%20Response%20in%20the%20Czech%20Republic:%20Results%20and%20Priorities.pdf>

compensatory training. Processes are in place to recognize skills acquired through non-formal or informal means, such as work experience or other forms of learning.

ENIC-NARIC Networks

Website: <https://www.enic-naric.net/page-Czech-Republic>

ENIC-NARIC plays a role in credential evaluation and provides training to ensure accurate qualifications assessments. Key documentation for recognition of prior learning is provided below: While documentation is often required, information should also be provided for those without fully documented qualifications. Information about the recognition process should be available in both the national language(s) and widely spoken languages, and potentially in the languages spoken by the largest refugee groups. Accessing the job market is key to facilitating integration and maintaining skills.

Recognizing qualifications and skills is crucial in the integration process, allowing refugees to contribute to society. The Czech Republic has implemented measures to support recognizing prior learning and qualifications for Ukrainian immigrants, aiming to facilitate their access to education, employment, and overall integration into Czech society.

7. ENTREPRENEURSHIP AND SELF-EMPLOYMENT

7.1. Assessing Your Entrepreneurial Potential

Ukrainian citizens in the Czech Republic can engage in entrepreneurship, but the specific requirements depend on their residency status. Those with permanent residence can operate businesses under the same conditions as Czech citizens. For those with temporary protection or from third countries, specific regulations and potential requirements for trade licenses and tax obligations need to be considered. There are two options for entrepreneurs in the Czech Republic: Ukrainian migrants can register as **sole traders with a trade license or establish a limited liability company (s.r.o.)**. The process generally involves obtaining a trade license and registering with relevant authorities, including the trade licensing office, tax office, and social security and health insurance institutions.

The basic process of registering for the trade license and establishing a limited liability company is outlined below:

Trade License (Živnostenský list):

Ukrainians with temporary protection in the Czech Republic can obtain a trade license, which is similar to that of Czech citizens.

1. Notification/Application:

You can notify the trade office (živnostenský úřad) in person at a Prague city district office or through a Central Registration Point (CRP), or online via Czech POINT.

2. Single Registration Form:

The CRP allows you to register for a trade license, tax registration, social security, and health insurance with one form.

3. Supporting Documents:

You must provide your passport and proof of residence (temporary protection).

Limited Liability Company (s.r.o.):

Establishing a limited liability company is a popular option for foreigners in the Czech Republic, including Ukrainians. It's possible to register a company online at: <https://www.zalozfirmu.cz/>. The minimum share capital is CZK 1, and there are no nationality restrictions for shareholders. You'll need to register the company in the Commercial Register. The proposal can be submitted electronically via a data box or paper form, signed, and certified by a notary. The Commercial Register (sometimes called the Companies Register) is a public list that includes all the statutory details of companies and specific individuals. The register is freely accessible and is used to obtain transparent information about business entities.

The following data are entered in the Commercial Register, among others:

- Name and registered office of the entity (or the name of the natural person and the residence address).
- Subject of activity or business.
- Legal form of the legal entity.
- Date of establishment and dissolution of the legal entity.
- Identification number of the person (IČO).
- Name of the statutory body, number of its members, how it acts on behalf of the legal entity, and date of establishment and dissolution of the function.
- Amount of share capital.

7.2. Resources and Support for Starting a Business

Educational Quality Institute

Contact information:

Website:

<https://theeducationalequalityinstitute.org/entrepreneurship-programs-for-ukrainians/>

Educational Quality Institute offers expert-led programmes for Ukrainian Women entrepreneurs through 4 comprehensive learning courses each lasting 3 months covering topics from foundation building to business launch to scale and expansion to leadership development.

The Czech Republic further offers resources and support for migrant Ukrainian women entrepreneurs which include use of technology such as:

Smart Migration Application

Contact information:

Website: <https://www.cizinci.cz/mobilni-aplikace-smart-migration>

The Smart Migrant Application allows easy access to important information and answers to situations that need to be addressed after arriving in the Czech Republic for migrants. The Smart Migration app provides essential information in Ukrainian, and the Ministerstvo průmyslu a obchodu (MIT) has established a working group to help mediate work for Ukrainian refugees.

Further, Czech Republic connects Ukrainian migrant women with the IT sector:

Czechitas

Contact information:

Website:

<https://www.czechitas.cz/english-blog/helping-ukrainian-women-explore-the-world-of-it>

Czechitas offers an IT training program, to help Ukrainian women to integrate into the workforce and potentially start businesses. This initiative is implemented through cooperation with INCO <https://www.inco-group.co/> which mission is to advance equal access to economic opportunity by skilling the workforce of tomorrow and preparing the next generation of impact entrepreneurs. Along with UNCO Czechitas provides scholarships for career certificates in IT support or digital marketing, offering Ukrainian women the chance to acquire in-demand skills and potentially find employment or start their own businesses.

Accace

Contact information:

Website: <https://accace.cz/>

Provides advice on trade licenses, tax, and insurance obligations for Ukrainian entrepreneurs. Specifically, the advice related to start-ups is provided below:

- Analysis and selection of the appropriate legal form for your start-up.
- Setting up a favourable ownership structure and ESOP (Employee Stock Ownership Plan) for the start-up so that any possible exit is as favourable as possible regarding tax and contribution burden.
- Advice on various forms of financing in the initial phase of the start-up's life cycle.
- Assistance in establishing and registering a company, including representation in communication with the relevant local authorities.
- Setting up the company's operations and articles of association.

Nasi Ukrajinci

Contact information:

Website: nasiukrajinci.cz

Offers information on working and doing business in the Czech Republic for Ukrainians.

The information can be found in different areas including:

- Information about tax obligations
- The Financial Administration guide with important information on tax matters in connection with the events in Ukraine and with tax forms in Ukrainian.
- Summary information from the Labour Office, including the vacancy register

- The Labour Office offers information on employment, job placement and humanitarian benefits.
- eAGRI - the possibility of working in agriculture
- The website of the Ministry of Agriculture information on employment in this field.
- Basic information about UA citizens doing business in the Czech Republic
- ResearchIn - Opportunity to work in science and research.

Rose project

Contact information:

Website: <https://podnikejvcesku.cz/>

The ROSE project (*Road to Self-Employment for Ukrainians and Other Marginalized Groups on the Czech Labor Market*) represents a targeted intervention to support the labor market integration of vulnerable populations, particularly Ukrainian refugees, migrants, and other disadvantaged groups. This initiative is funded by the AAE Fund from Norway under the auspices of the *Social Dialogue and Decent Work Programme*, underscoring its alignment with broader European goals of inclusive labor participation and decent employment conditions.

The primary objective of the ROSE project is to equip participants with the necessary knowledge and competencies to obtain a trade license and pursue self-employment opportunities in the Czech Republic. In doing so, the project responds to structural barriers faced by migrants—such as limited knowledge of legal and administrative procedures, language barriers, and lack of institutional support—that often hinder entrepreneurial engagement in host countries.

ROSE is structured around three core components. First, it includes an internal training exchange in Norway, designed to facilitate knowledge transfer and share best practices related to migrant entrepreneurship and inclusive labor policy. Second, the project organizes a nationwide roadshow across five strategically selected Czech cities, where it conducts educational and consultative seminars explicitly tailored to the needs of Ukrainian refugees. These sessions directly support navigating the Czech business environment, legal obligations, and available support infrastructures. Finally, the project encompasses the creation and dissemination of multilingual informational materials, which serve as accessible, practical guides to self-employment and small business development in the Czech context.

By combining transnational knowledge exchange, localized outreach, and the production of user-centred resources, the ROSE project offers a comprehensive approach to fostering economic inclusion and entrepreneurial empowerment. It illustrates the potential of targeted programs to mitigate systemic exclusion and to enable displaced and marginalized populations to transition from precarity to sustainable, autonomous livelihoods.

Some key considerations for Ukrainian Women Entrepreneurs must be made in the context of the business arena in the Czech Republic. While numerous institutional and policy-level initiatives seek to support migrant entrepreneurship, Ukrainian women

entrepreneurs face context-specific challenges and considerations when entering the Czech business landscape. Understanding these dimensions is essential to ensuring long-term sustainability, competitiveness, and social integration within the Czech entrepreneurial ecosystem.

1. Czech Language Proficiency

Proficiency in the Czech language is a fundamental prerequisite for entrepreneurial success. It facilitates the legal and administrative processes involved in establishing and managing a business, such as acquiring a trade license, handling taxation, or dealing with banking and contractual documentation. It plays a critical role in everyday business communication. Language fluency enables entrepreneurs to engage directly with clients, suppliers, and public officials, thereby reducing dependence on intermediaries and enhancing business autonomy. Moreover, language skills significantly improve access to networking opportunities, training programs, and local business communities.

2. Cultural Competence and Local Business Norms

A nuanced understanding of Czech business culture and workplace norms is equally important. Cultural expectations around communication styles, negotiation, punctuality, and hierarchy can shape how business relationships are initiated and maintained. Building interpersonal trust and professional rapport within the Czech business environment often depends on an entrepreneur's ability to navigate these cultural expectations. Therefore, Ukrainian women entrepreneurs are encouraged to familiarize themselves with local customs, etiquette, and informal rules of conduct. Useful cultural resources, such as the Culture Factor Country Comparison Tool, offer practical insights into national business culture and intercultural differences.

<https://www.theculturefactor.com/country-comparison-tool?countries=czech+republic>

3. Knowledge of Funding Mechanisms and Entrepreneurial Resources

Equally critical is a solid grasp of the financial and institutional resources available to entrepreneurs in the Czech Republic. This includes understanding public funding schemes, EU-backed programs, microcredit opportunities, NGO-led financial support mechanisms, and local business incubators or mentorship platforms. Awareness of these resources can enhance an entrepreneur's ability to secure initial capital, receive technical assistance, and participate in training programs. Given that access to finance remains one of the key barriers for migrant women entrepreneurs, proactive engagement with available funding instruments can significantly improve business viability and growth potential.

In sum, Ukrainian women pursuing entrepreneurship in the Czech Republic must navigate a multi-layered environment that combines linguistic, cultural, and financial literacy. Targeted support programs that address these intersecting needs are essential for enabling equitable access to entrepreneurial opportunities and for fostering long-term economic empowerment. In addition to institutional and social support mechanisms, access to funding remains a critical dimension of entrepreneurial activity, particularly for migrant populations navigating new economic landscapes. For Ukrainian women migrants in the Czech Republic, the availability and accessibility of financial resources are essential for business initiation and long-term sustainability and integration into the host country's economic fabric. Yet, access to funding is frequently shaped by

intersecting barriers, including legal status, bureaucratic complexity, and limited familiarity with local financial institutions or application procedures.

Given these challenges, it is imperative to systematically explore and document the funding opportunities currently available to migrant women in the Czech context. Ukrainian women entrepreneurs may be eligible for a range of funding schemes, including—but not limited to—governmental grants for small business development, EU-funded initiatives targeting migrant integration, microfinance programs offered by non-governmental organizations, and targeted support from local chambers of commerce or women-led business networks. Identifying and mapping these resources is crucial to enhancing economic agency, promoting financial inclusion, and fostering entrepreneurial resilience among this population. To summarise, the following options might be considered:

National and EU Funds: The Czech Republic has schemes for funding starting entrepreneurs, often leveraging EU funds²⁸.

CzechInvest Agency²⁹: This agency runs initiatives like Podporastartupu.cz (Support of Start-ups), supporting new entrepreneurs through activities like CzechStarter, CzechAccelerator, CzechMatch, and CzechDemo.

Regional and Local Funds: Some regions, like Moravskoslezský kraj and Jihomoravský kraj, offer specific regional funding schemes³⁰, and municipalities are increasingly supporting SMEs and young entrepreneurs.

Ministry of Industry and Trade: This ministry provides information on acquiring capital or subsidies for entrepreneurs³¹.

Bank Support: Česká spořitelna³² and mBank³³ offer comprehensive online resources for new ventures, including everything from business registration to accounting and financing. Banks serve as partners in the entrepreneurial journey, offering expert guidance, assistance with regulations, and tailored solutions.

Private Investment: Crowdfunding platforms such as Kickstarter³⁴ provide an alternative way to raise start-up funds. Angel Investors: Wealthy individuals or organizations dedicated to funding start-ups can be a valuable source of capital. Venture Capital: Venture capital firms invest in high-growth companies. Family and Friends: Personal savings and contributions from family and individual investors are a common starting point.

²⁸ <https://national-policies.eacea.ec.europa.eu/youthwiki/chapters/czechia/39-start-up-funding-for-young-entrepreneurs>

²⁹ <https://czechinvest.gov.cz/cz>

³⁰ <https://www.msk.cz/cs/temata/dotace/podminky-dotacniho-programu-podpora-znevychodnenych-oblasti-moravskoslezskeho-kraje-2025-21314>

³¹ <https://mpo.gov.cz/en/>

³² <https://www.csas.cz/cs/osobni-finance>

³³ <https://www.mbank.cz/osobni/>

³⁴ <https://www.kickstarter.com/>

Other Resources: Business Incubators and Accelerators such as StartupYard, UP21, CzechInvest, and xPORT Business Accelerator³⁵: These programs offer mentorship, networking opportunities, and workspace for entrepreneurs.

Industry Associations: Networking with industry professionals can provide valuable insights and support.

Consulting Services: Professional advisors can help with business planning, financial management, and legal issues.

³⁵ <https://www.czechstartups.org/en/startup-ecosystem/incubators-and-accelerators/>

8. CONCLUSIONS

This Guidebook represents a significant outcome of the collaborative project effort, aiming to provide practical, context-sensitive guidance for stakeholders involved in the integration and support of displaced individuals, with a particular focus on vulnerable groups such as women and children originally from Ukraine. Developed through cross-national cooperation and drawing upon the diverse expertise of partner organizations, the guidebook reflects a shared commitment to fostering inclusive, accessible, and culturally informed services across the European context.

The guidebook successfully consolidates a range of best practices, legal frameworks, and support mechanisms currently implemented within the Czech Republic. It offers a comprehensive overview of social services, legal rights, psychosocial support, and educational and healthcare access available to displaced persons. In particular, it highlights the essential role of civil society actors, public institutions, and grassroots networks in responding to both immediate needs and long-term integration challenges.

Through its modular and multilingual structure, the guidebook is tailored to meet the needs of both professionals and end-users. It functions as a practical tool to navigate complex systems, empowering service providers and beneficiaries alike to engage with institutional frameworks more effectively. The development process also served as a capacity-building exercise among project partners, enhancing knowledge exchange and institutional coordination.

Looking forward, the guidebook's impact will depend on continuous dissemination, feedback from stakeholders, and updates to reflect evolving policy landscapes and user needs. It is recommended that partners sustain their collaboration to monitor the use of the guidebook, ensure the quality of translated versions, and support national adaptations. Additionally, the digital and print dissemination strategy should remain central to maximizing accessibility and visibility.

Ultimately, this guidebook is both a product and a process, symbolizing the project's broader goals of transnational solidarity, resilience building, and practical support for communities navigating displacement. It stands as a model of actionable knowledge that can be replicated and adapted in other national contexts.